

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: I:02:18**

**DATE: October 1994**

**REVISION/REVIEW DATES: May 1997, Dec 2007, Aug 2011, Nov 2014**

**SUBJECT: Leave to Attend University Sponsored Activities & Events**

**APPROVED: William A. Meehan, President**

**PURPOSE**

The purpose of this policy is to allow employees to support activities, programs and events sponsored by the University.

**POLICY**

Employees of the University are encouraged to participate in activities, programs, and events sponsored by the University when appropriate and when participation does not interfere with their duties.

Official University functions include graduation, convocation, training activities sponsored by supervisors or Human Resources, faculty speeches and lectures, activities sponsored by the SGA, Alumni or Institutional Advancement, the Ayers Lecture Series, receptions for visiting dignitaries, Employee of the Month receptions, candidate interviews, forums on current events or political topics, etc. Staff members may attend official functions of the University during work hours without turning in annual leave if such attendance does not interfere with normal operations of the area in which the employee works.

Attendance at University functions is left to the discretion of the Vice-President or President. University offices and functions must be covered during regular work hours unless the President specifically authorizes the University to close so that ALL employees may attend.

**RESPONSIBILITY**

This policy is the responsibility of the Vice President for Administrative and Business Affairs.

**EVALUATION**

The policy will be reviewed biennially by the Chief Human Resources Officer.