



LARAMIE COUNTY GOVERNMENT

TITLE Education Leave	APPROVAL DATE 8/15/1995
SECTION Time Off/Leaves of Absence	REVISION DATE 4/10/1998

Laramie County supports staff development through required and encouraged training and education. Job related seminar/workshops/continuing education/college credit classes attended during normal working hours are considered a county expense and are subject to the Reimbursable Expenses Policy and Procedures, and the approval of the Elected Official, Department Director or Manager.

Non-Job Related seminars/workshops/continuing education/college credit classes attended during working hours may be approved by the Elected Official, Department Director or Manager. Time away from work for this purpose is subject to policies on Personal Leave, Vacation Leave, or Flex Time. Non-Job Related training expenses do not qualify for county reimbursement.

An employee requesting reimbursement for training/classes/seminars may be required to provide documentation of passing grades to the Elected Official, Department Director or Manager, to receive reimbursement.