

PROCEDURE LIT.5.04.03
ABSENCE TO ATTEND PROFESSIONAL DEVELOPMENT

SCOPE: Faculty and Staff

1. Approval:

- 1.1. Requests for permission to attend conferences and professional meetings should be initiated by the faculty or staff member at the departmental level by completing a request to travel or a request to be absent from assigned schedule.
- 1.2. If approved by the head of his/her department or division, such requests shall be forwarded through normal administrative channels to the appropriate Vice President for action.

2. Types of Absence:

- 2.1. Absence from the employee's designed headquarters under these conditions is not considered as a leave of absence, but rather as a part of the individual's job-related duties.
- 2.2. Such time shall be recorded on the departmental time records as time worked.

3. Travel Reimbursement:

- 3.1. The approval of travel requests and reimbursement of travel expenses incurred in attending conferences and professional meetings is governed by the Lamar Institute of Technology travel policy and procedures.

Related Policies: LIT.5.04 Employee Development

Relevant Forms/Documents: Request to Travel; Request to be Absent from Assigned Schedule

Relevant TSUS Policies/Forms/Documents: TSUS Rules and Regulations Chapter 5 Section 6

Relevant Statutes: Texas Government Code Chapter 656, Subchapters C&D

Relevant SACSOC Standards: 6.5

Document History:

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