

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: [Click here to enter text.](#)

Policy Title: IN-SERVICE

Policy Statement: Attendance at college in-service is required for all employees. Prior to in-service, employees will be notified of the dates and times of the mandatory attendance. It is the supervisor's responsibility to ensure that employees from their area attend in-service as required. Any employee unable to attend in-service must submit a Leave Request to their supervisor, appropriate administrator and the president for approval. The President will have final approval for absences and may deny the request. Any employee who does not attend mandatory in-service will be subject to disciplinary action.

Procedures: [Click here to enter text.](#)

Contacts: Director of Human Resources

Approved Date: 7/1/2015

Policy History: [Click here to enter text.](#)

Keywords: in-service, mandatory, attendance

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