



<b>Policy title</b>	<b>Category</b>
Event Attendance During Work Hours	Human Resources
<b>Owner</b>	<b>Approved by</b>
Human Resources	Board of Governors

## Policy statement

Staff can attend NWU Sponsored events during their normal work schedule and receive regular pay.

Student workers can be used to maintain offices during official events.

Other on campus events may be attended with the supervisor's prior approval, if taken as paid vacation leave or if the work schedule is changed to accommodate the time at the event.

Questions about this policy and implementation procedures should be referred to the Human Resources Office.

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Last revised date January 17, 2020