

Department of Chemistry Training Policy

The Department of Chemistry strongly supports the efforts of our employees for continued professional development. The following guidelines apply to employee-initiated training that is above and beyond any training mandated by the department.

You may take up to 96 hours per calendar year (January - December) of professional training during normal work time while being paid with prior approval from supervisor. The department will provide back-up coverage for your normal job responsibilities during the time away.

Your direct supervisor is an important part of the approval process for training. You should bring your supervisor into the loop as early as possible since he/she is the only one who is aware of the scheduling concerns on providing back-up coverage.

(revised July 1, 2019)