TOWN OF MANCHESTER, CONNECTICUT
REQUEST FOR LEAVE OF ABSENCE - CONFERENCES

Instructions: This form must be completed if any **one** of the following criteria is met. **Forward two copies** to the General Manager's office for approval. (One copy will be placed in your Personnel file and the other copy will be forwarded to Accounting for payment.)

1. The conference/seminar costs **more than $500**.
2. The destination is **out of state**.
3. The conference/seminar **requires overnight accommodations**.

A. **Employee**:

1. Name ____________________________ Dept. ____________________________
2. Date(s) and Amount(s) of Time Requested: ____________________________
3. Destination: ____________________________ Est. Cost $ __________
4. Conference Title *(attach announcement)*: ____________________________

Please attach a copy of the conference description to this form. On page 2, describe how this course directly relates to your current job assignment.

5. Last Overnight Conference Attended: Topic ____________________________
   Place ____________________________ Date ____________________________
6. Using Town Vehicle? Yes _____ No _____ Vehicle No. ____________________________
7. Signature of Employee ____________________________ Date ______

B. **Department Head Approval**:

Signature of Department Head ____________________________ Date ______

C. **General Manager Approval**: Approved _____ Disapproved

Signature of General Manager ____________________________ Date ______

D. **Accounting**: *(Attach this form to payment for conference.)*

E. **Human Resources**: *(A copy of the fully signed form should be delivered to Human Resources.)*
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Explanation of how this conference directly relates to your current job assignment:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Employee Signature

Date

Explanation of how this conference directly relates to employee's current job assignment:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Department Head Signature

Date