

3-02/080.20 - Special Institutes and Seminars

Requests for attendance at any training program must be submitted a minimum of eight weeks in advance of the opening date of the program. Late requests will be subject to rejection. A Request for Approval of Training (Form SH-AD-591) shall be submitted to the Advanced Training Bureau by the employee's unit commander after securing the approval of the concerned division chief or division director.

Attached to the request shall be the training brochure for the requested institute or seminar. The unit commander shall also specify whether attendance is to be on county time or on the employee's own time. All other processing, including securing other approvals, will be handled by the Advanced Training Bureau.

The Advanced Training Bureau will notify the concerned employee of the approval of the request. If training is approved, the unit requesting training will make the necessary attendance reservations and will request billing for tuition costs.

With prior approval, and upon completion of the training, the employee shall submit a claim on an Expense Claim (form 76E928) for any allowable expenses for meals, mileage, or lodging for which he personally paid. These forms may be obtained from Advanced Training Bureau.

The completed form with all lodging receipts attached must be signed by the unit commander of the employee's division and returned to Fiscal Administration.

The Advanced Training Bureau will also furnish the Confirmation of Attendance form. This form is to be completed at the conclusion of training and signed by the employee's unit commander. If this form is not forwarded to the Advanced Training Bureau, the training will not be entered into the Learning Management System (LMS).
