



## Procedure: Conference Leave

### Purpose

To outline the procedure for applying for and taking conference leave at ANU.

### Procedure

1. Conference leave for staff is provided for under the ANU Staff Leave policy.
2. A delegate may approve attendance by staff members at conferences of two months or less which are relevant to the staff member's employment at the University.
3. During attendance at conferences staff members are assumed to be 'on duty' and are expected to conduct themselves at all times in accordance with the University's [Code of Conduct](#).
4. Salary and travel related costs will be paid to staff members who attend conferences when directed to do so by the delegate.
5. The University may also contribute to the attendance cost at conferences for staff members who apply to the delegate to attend a conference which is relevant to their employment.
6. The staff member will be required to prepare a report on or make a presentation to the College/Division on the conference when they return.
7. ANU [online travel approval form](#) must be used and the [Travel Policy](#) and [all travel related procedures](#) are followed when undertaking travel to attend conferences.
8. A delegate must exercise their delegation to approve leave in accordance with the conditions and approval arrangements specified in this procedure.
9. Approval of leave beyond those provided for through this procedure requires approval of the Director, Human Resources or the Vice-Chancellor.

## Document information

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