



**Department of
Job and Family Services**

Ted Strickland, Governor
Douglas E. Lumpkin, Director

TO: All Employees

FROM: Douglas Lumpkin, Director

SUBJECT: Approval to Attend 2009 Fall International Association of Workforce Professional Conference

DATE: February 23, 2009

The Ohio Chapter IAWP Fall Educational Conference will be held October 1-2, 2009 at the Crocker Holiday Inn, Westlake, Ohio.

The two-day agenda includes the latest program updates, workshops, and information to make your job easier to do.

If employees can be spared from their regular duties, they should be permitted to attend this IAWP function. We must recognize, however, that our first responsibility is to provide quality service to the people of Ohio. IAWP activities are financed by income derived from membership dues. Therefore, it is appropriate to give priority to members in granting permission to attend the conference. Participation of nonmembers is welcome if it does not interfere with the attendance of members.

Approval for up to a total of 16 hours of release time on Thursday October 1, through Friday October 2, 2009 is authorized for employees attending the conference. A Request for Leave is not required. As in the past, travel costs such as meals, mileage, registration fees, and lodging are the responsibility of the attendee. These costs will not be reimbursed by the Department.

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