

Unpaid Training Request

Name: _____ Employee Number: _____

I hereby request to attend the below listed unpaid course, lecture, or meeting offered by

(Company Name)

Name of Course _____

Time, Date and Duration of Course _____

Location of Course _____

I understand and agree to the following terms and/or criteria:

1. Attendance at this course, lecture, or meeting will be outside of my regular working hours;
2. Attendance at this course, lecture, or meeting is voluntary and that neither my present working conditions nor the continuance of my employment will be adversely affected by nonattendance;
3. The course, lecture, or meeting is not directly related to my job nor is designed to make me handle my current job more effectively; and
4. I will not be expected to perform any productive work during my attendance at the course, lecture, or meeting.

Employee's Signature

Date

Administrative Use Only

Training Approved by: (Print Name)

Signature

Title

Date (Month/Day/Year)

Distribution: Original to Employee Personnel File, Copy to Employee