



**Policy HR 11.4**  
**All Staff Training Days**  
Adopted by the Library Board of Trustees: 01/24/2013  
Revised: 02/23/2017

At least once each year, North Olympic Library System holds all-staff training events. The Library is closed to the public and employees attend a day-long session that may consist of meetings, training, workshops and discussion groups. Attendance at all-staff training events is mandatory for all employees. Excused absences must be approved by the Library Director. All-staff training days are straight seven and one half (7.5) hour work days. Travel time and mileage will not be paid for all-staff training days.

**I. Administration**

The Library Director is responsible for the administration of this policy.