

## Policy on Employee Participation in Harvard Longwood Campus Trainings

**Continuous learning is highly valued at Harvard and more specifically on the Harvard Longwood Campus. Request for time away from work duties to participate in professional development may not be unreasonably denied. Employees who participate in job-related or development-oriented training programs during work hours should be paid for those hours, and they should not be required to make up those hours at another time. Please contact your HR office with any questions or concerns.**