



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
ATLANTA, GA 30308

WAGE AND INVESTMENT DIVISION

March 4, 2010

Response Date:
March 26, 2010

MEMORANDUM FOR WAGE AND INVESTMENT EMPLOYEES

FROM: Larry Mayfield /s/ *Larry Mayfield*
Director, EEO and Diversity

SUBJECT: FY-2010 Procedures for Attending Employee Organization
Conferences

The Wage and Investment (W&I) Commissioner and Deputy Commissioners strongly support Employee Organizations (EO) and encourage employee attendance at their training conferences. This fiscal year the division implemented procedures to fund attendance and/or grant administrative leave to W&I employees. Since training funds are limited, a decision criteria and executive panel have been established at the W&I Headquarter level to make the selections.

Managers will be responsible for approving all leave requests (e.g., administrative, annual, and/or Leave Without Pay) associated with travel to and from the conferences. Managers may grant up to 24 hours administrative leave, (within workload constraints) for employees to attend an approved EO training conference.

In an effort to ensure consistency in the process, employees wanting to attend an EO training conference must submit an *Employee Organization Conference Request Form* through their manager. The deadline for managers to submit request forms to W&I Headquarters is **March 26, 2010**.

The following documents are available to assist you with this process. Please click on the highlighted words to access each attachment.

- Attachment 1: [Employee Organization Application Process](#) - step by step process for both applicants and their managers
- Attachment 2: [Employee Organization Conference Request Form](#) - for funding and/or leave to attend the conferences
- Attachment 3: [Employee Organization FAQs](#)
- Attachment 4: [FY 2010 Employee Organization Conferences](#) – conference Information (dates and locations)
- Attachment 5: [Employee Organization Attendance Decision Criteria](#)

If you have any questions, please contact, Sandra Gaynor-Lewis, EEO Specialist, at (404) 338-7988.

Attachments (5)

