

To: \_\_\_\_\_  
(Manager)

From: \_\_\_\_\_  
(Employee)

Date: \_\_\_\_\_

Re: Voluntary Attendance at Conference or Workshop

Thank you for the opportunity to voluntarily participate at the \_\_\_\_\_  
Conference or Workshop

being held on \_\_\_\_\_ in \_\_\_\_\_.  
date(s) of event location

I understand that my attendance is voluntary. As per CSEA Articles of Agreement 15.13,  
I will not be paid overtime or additional compensation for staying overnight at the  
Conference or Workshop.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date