



Tom Changnon, Superintendent 1100 H Street • Modesto, CA 95354 • (209) 238-1800 • FAX (209) 238-4217

То:	(Manager)		
From:	(Employee)		
Date:			
Re:	Voluntary Attendance at Conference or Workshop		
Thank you for	the opportunity to voluntarily part	icipate at the	Conference or Workshop
			Conference or worksnop
being held on	date(s) of event	inlocat	.:
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.		
Emplo	oyee Signature	Date	