

## **University Sponsored Activities/Events Guidance**

*University of Portland Sponsored Activities/Events:* All university employees are encouraged to attend University sponsored events. Non-exempt employees attending University sponsored events (during their scheduled workday) should gain supervisor approval prior to attending. Supervisors are encouraged to reasonably support employee attendance, especially if event has relevance to business/department needs and attendance does not interfere (or has minimal interference) with operational needs. If approval is provided by the supervisor, the time away from work to attend a University sponsored event that occurs during their scheduled workday is paid. Please note that compliance with the University's [policy](#) on working hours, rest breaks, meal periods, and overtime is still required.

*Updated Guidance to PLC: February 11, 2022*