

Professional Staff Training, Workshops and Conferences (Professional Leave)

When feasible, professional growth activities should be scheduled at a time when school is not in session so as to minimize classroom disruption.

Requests for professional leave should be submitted to the employee's supervisor, utilizing the district's leave request form.

Decisions regarding professional leave requests will be approved by the supervisor and by the superintendent on an individual basis. Decisions should focus on the school philosophy, school goals and objectives, and individual needs. Consideration shall also be given to prior utilization of professional leave and membership in the sponsoring organization.

Employees will not be granted professional leave to engage in activities for which they will be remunerated unless the activity is clearly associated with the educational profession. Officiating at athletic events shall not be considered as "professionally related activities." The final determination of what constitutes a professionally related event shall be made by the superintendent.

The district has the right to pay all expenses necessitated by a professional growth experience, to pay part of the expenses or to pay none of the expenses. If expenses are to be paid by the district, the amount should be agreed to in conjunction with the professional leave approval.

Approved: March 1995

Revised: December, 2005

NOTE: For additional details for teachers, see "Negotiated Policies," Policy 10-Annual Leave.