

<b>TITLE: PROFESSIONAL LEAVE</b>		<b>NUMBER: 523</b>
<b>Initiated by: SUPERINTENDENT ORR</b>		_____ New
<b>Proposal Date:</b>		
<b>Approval Date: FEBRUARY 18, 1999</b>		<u>  X  </u> Revised

“Professional Leave” is defined as permission granted to certificated staff members to be absent from their assigned duties in order to participate in district approved activities from which the district or the students in the district are the immediate and obvious beneficiaries. These activities may include:

1. Participation in approved workshops, conventions or professional development training;
2. Participation in approved in-district or out-of-district observations or presentations.
3. Participation in activities sponsored by a professional organization of which the applicant is a member.

Professional leave will not be granted as an adjunct to personal travel plans nor will professional leave be granted to individuals pursuing personal interests that do not directly relate to the individual’s professional assignment in the district or where a direct benefit to the educational process in the district cannot be demonstrated.

Approval of a travel request under policy #519, Professional Travel Authorization, for activities listed in 1, 2 and 3 above implies approval for professional leave for the person initiating the request.

All other requests for professional leave must be made in writing to the superintendent under the guidelines for mileage and time restrictions established in policy #519. The following must be included in the request:

1. Approval from the building principal;
2. A clear statement of purpose in making the request;
3. A clear description of the planned activities;
4. How the planned activities relate to present district assignments;
5. Why the described activities warrant professional leave;
6. How the district will directly benefit from the professional leave;
7. The funding source for expenses that might accrue to the district.

