

PROFESSIONAL LEAVE REGULATION

The number of professional leave days allocated to each school will be proportioned by budget accommodations. These days can be distributed amongst the staff of schools throughout the school year based on division needs, programs, and initiatives. All Professional Leave requests require the approval of the Assistant Superintendent.

Instructional Conference/Professional Leave

Requests for instructional conference leave shall be made, in writing, on the Leave Request Form accompanied a copy of the Conference Participation/Registration form. The forms must be reviewed by the employee's Principal and submitted to the Assistant Superintendent, 14 days in advance of the conference. Individuals submitting proposals to be presenters at a conference should submit a participation form 14 days; in advance or when submitting their proposal.

In evaluating requests, consideration shall be given to the conference's potential contribution to the school division and its instructional goals. Consideration shall address factors such as the conference's sponsor, the timeliness and length of the conference, the need for substitute coverage, and the number and frequency of approved requests from the individual.

By receiving professional leave and participating in a conference, the employee agrees to share the information with other school/division /staff as requested by their principal or a division administrator. The amount of funding will be determined by the availability of budget allocations. Principals should use discretion in approval of multiple requests from an individual.

Reimbursement for conference expenses must be filed within 14 days after attending the conference (Reimbursement of Travel Expenses) along with the Statement of Expenses form and accompanying receipts.

Extra-Curricular Activities/Professional Leave

Professional leave requests by coaches, extracurricular sponsors, and all non-certificated personnel to attend conferences, sport's clinics, or league scheduled competitions are to be considered as Professional Leave and must be submitted in writing through the principal to the Assistant Superintendent. Approval must be received prior to attendance.

Professional Workshops and Meetings/Professional Leave

Attendance at workshops, district and regional meetings, or other types of informational conference trainings for specific personnel is to be considered as Professional Leave and is to be submitted through the principal to the Assistant Superintendent. Approval must be received prior to attendance. Requests for leave to serve on state, regional and national committees must be made in writing to the Assistant Superintendent prior to

accepting such responsibilities. Employees are to provide a copy of the invitation with their letter of request. Administrators are to submit requests for conference attendance directly to the Assistant Superintendent for approval.

Adopted: September 1997

Revised: November 11, 2014; October 8, 2019
