

PROFESSIONAL LEAVE

An employee may be requested by the executive director or the executive director's designee to represent the school at professional meetings, to conduct workshops and serve on committees, participate in staff development, or to observe other personnel without loss of contracted pay.

An employee who wishes to attend a professional development activity must file a request for professional leave with the appropriate administrator. Employee-requested professional leave days shall not exceed six days or the hourly equivalent per academic year. Additional days may be approved for required instructional training.

Applications for professional leave should be made in a timely fashion (minimum notice of ten school days) to the appropriate administrator to avoid disruptions to the school program.

If approval is granted, the employee may attend without loss of pay and the school may reimburse the individual for all or part of the reasonable expenses related to fees, meals, lodging, and transportation in accordance with the conditions as are specified in the approval.

Individuals attending professional development activities will be encouraged to share the information from such sessions.

Decisions are contingent upon available funding.

Adopted: September 18, 2014

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Reviewed: September 19, 2024

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Regulation Regarding Travel Reimbursement