# Educational Leave

**Certified/Classified Employees:** The Board may grant unpaid leave for a period no longer than two (2) consecutive years for educational or professional purposes. Leave may be granted for full-time attendance at universities or other training or professional activities approved by the Board when those activities are related to the employee’s job or to other jobs an employee might hold in the school system. Leave will not be granted for part-time educational activities.

Written application for educational/professional leave must be made at least sixty (60) days before the leave is to begin. **03.1235/03.2235**

**Educational Days**

**Any employee who is absent from their normal daily schedule due to school related activities will be granted an educational day upon approval in advance by their supervisor and/or superintendent.**

**Approved reasons for taking educational days include: School related professional development, conferences, trainings, meetings and any other approved educational related activity.**

**One (1) Educational day per school year may be taken to attend your child’s Gallatin County School District’s scheduled school class field trip upon approval of your supervisor and/or superintendent.**

# Emergency Leave

Full-time employees are entitled to two (2) days of emergency leave with pay each school year. Part-time employees and employees who work for less than a full year are entitled to a prorata part of the authorized emergency leave days. See Board policy for precise method of calculation of prorated days.

Approved reasons for taking emergency leave include: bereavement, personal disasters, legal/court appearances and others as approved by the Superintendent/designee. **03.1236/03.2236**

# Jury Leave

Any employee who serves on a jury in local, state or federal court will be granted paid leave (minus any jury pay, excluding expense reimbursement) for the period of her/his actual jury service.

Employees who will be absent from work to serve on a jury must notify their immediate supervisor in advance. **03.1237/03.2237**