

- CLASSIFIED PERSONNEL -**Educational/Professional Leave****EDUCATIONAL/PROFESSIONAL LEAVE**

Long-term educational/professional leave may be granted to employees of the District for educational or professional purposes for a period of not more than two (2) consecutive years. The employee may request a renewal. Such a renewal is subject to approval by the Board upon recommendation of the Superintendent.

When the leave is requested, the intended educational and/or professional purpose of the leave shall be included with the request. Evidence of such educational/professional work must be presented upon return from leave.

Initial probationary, part-time classified, temporary, seasonal and substitute employees and student workers are not eligible for staff development leave.

Leave may be granted for full-time attendance at universities or other training or professional activities when those activities are related to the purpose of obtaining training to enhance the skills required in performing an 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.~~obtain training in anticipation of a different position with the school system.~~

STAFF VISITATIONS AND CONFERENCES

District employees may apply for and be granted a leave of absence by the Superintendent/designee for the purpose of attending professional meetings, conferences and workshops outside the District which are adjudged to be in the interest of the District. Administrative procedures may cover assignment, payment of expenses, waiving of salary deductions and other relevant matters.

Payment of allowable expenses of individuals attending such meetings and the cost of necessary substitutes may be made upon approval of the appropriate authority.

LIMITATIONS

Initial probationary, part-time classified, temporary, seasonal and substitute employees and student workers are not eligible for educational/professional leave unless approved by the Superintendent/designee.

NOTIFICATION OF RETURN

Employees on educational/professional leave shall notify the Superintendent/designee in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223. Employees who fail to notify the Superintendent/designee of their return by the date prescribed in Policy 03.223 cannot be guaranteed employment for the following school year.

PLACEMENT UPON RETURN

Employees taking an educational/professional leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

REFERENCE:

[OAG 84-43](#)

Adopted/Amended: 11/25/2013

Order #: 2013-191