



Book	Policy Manual
Section	1000 Administration
Title	PROFESSIONAL LEAVE
Code	po1430.08
Status	Active
Legal	F.S. 1012.23 F.A.C. 6A-1.081, Professional Leave and Extended Professional Leave; Definition
Adopted	March 21, 2017

1430.08 - PROFESSIONAL LEAVE

With prior approval, administrators may take paid professional leave (vacation or personal leave) to engage in activities during the workday which will result in his/her professional benefit or advancement, including earning college credits and degrees, or that will contribute to the profession of education.

The administrator must submit to his/her supervisor a description of the course or activity, time needed away from work, and a narrative describing the relationship with the course and/or activity and their administrative position. All documentation, including the administrator's work schedule while attending the course and/or activity, must be approved prior to attending courses or activities.

"Extended professional leave" is also available for professional leave exceeding more than thirty (30) consecutive days if the administrative staff member has accumulated enough paid professional leave (vacation or personal leave).

In no case shall an administrator be permitted to work toward an advanced or supplemental degree or receive college credit during the workday or at any time when salary, or other reimbursement, is received from the School Board, unless such time is covered by appropriate leave.

Professional leave shall be approved only if specific times and frequency will not adversely affect the administrator's job performance.

The School Board may grant any administrator three (3) consecutive weeks professional leave during any fiscal year with compensation when school is not in session; however, such leave shall be cumulative for not more than two (2) years.

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