



Book	Policy Manual
Section	3000 Instructional Staff
Title	PROFESSIONAL LEAVE
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Adopted	June 19, 2012

3244 - **PROFESSIONAL LEAVE**

CERTIFICATION LEAVE

Professional leave with pay may be granted to professional staff who attend summer school in order to meet certification requirements during the pre-school or post-school period. To be eligible for such leave, personnel must be under contract for the ensuing year.

ADMINISTRATIVE/SUPERVISORY LEAVE

Administrative and supervisory personnel may be granted three (3) weeks professional leave with pay per fiscal year, cumulative for two (2) years (maximum - six (6) weeks) if s/he:

- A. is a twelve (12)-month employee;
- B. holds a continuing contract;
- C. has been employed for three (3) years and is under contract for the ensuing year;
- D. plans such leave when school is not in session, or pre or post school program is not scheduled; or
- E. does not take vacation, military or other such leave during the same fiscal year so that the period of absence from duty is in excess of six (6) weeks.

MISCELLANEOUS PROFESSIONAL LEAVE

Professional leave with pay may be granted to professional staff who are awarded scholarships and/or requested by the State Board to participate in workshops, surveys or other programs.

Effective 7/1/12

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