



Book	Policy Manual
Section	3000 Instructional Staff
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Adopted	March 21, 2017

### **3430.08 - PROFESSIONAL AND SABBATICAL LEAVE**

#### Professional Leave

With prior approval, instructional staff members 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 teaching.

An instructional staff member 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 the profession of teaching. All documentation, including the instructional staff member's work schedule while attending the course 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 instructional staff member has accumulated enough paid professional leave (vacation or personal leave).

In no case shall an instructional staff member be permitted to work toward an advanced or supplemental degree or receive college credit during the workday or at any time when the School Board pays the instructional staff member's salary or provides other reimbursement to the instructional staff member, unless such time is covered by appropriate leave.

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

The School Board may grant any member of the instructional staff 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.

#### Sabbatical Leave

The School Board may grant an instructional staff member sabbatical leave for a period not to exceed one (1) year.

A person who receives such leave may be paid in accordance with the collective bargaining agreement and may receive full benefits during such period.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to professional leave and/or sabbatical leave. In the event of any irreconcilable conflict between the terms of the collective bargaining agreement and this policy, the terms of the collective bargaining agreement shall control.

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