



Book	Policy Manual
Section	4000 Support Staff
Title	LEAVES FOR WORK-RELATED MEETINGS
Code	po4243
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4243 - LEAVES FOR WORK-RELATED MEETINGS

The School Board encourages opportunities for educational support staff members to develop increased competence, beyond that which they may attain through the performance of their assigned duties through attendance at such meetings.

Leaves during regular work hours must be approved by the principal or respective supervisor. Leave authorization forms will be retained at the school site or within the department.

Requests for leaves involving travel within seventy-five (75) mile radius of the employees' regularly assigned site must be approved by the principal or respective supervisor.

Requests for leaves involving travel within the State of Florida but outside of seventy-five (75) mile radius of the employees' regularly assigned site must be approved by the principal or supervisor and the Superintendent/designee.

Requests for leaves involving travel outside the State of Florida must be approved by the principal or supervisor, recommended to the Superintendent/designee, and approved by the School Board. The Superintendent may approve such leaves on a case-by-case basis under circumstances where time constraints make it impossible to obtain School Board approval prior to the scheduled date of the leave; provided, however, that the Superintendent shall report, in writing, the fact of and reason for the approval at the next meeting of the School Board. Leave authorization forms will be forwarded to personnel.

Registration/Reservation expenses may be incurred prior to School Board approved if authorized by the Superintendent.

When the School Board provides salaries and/or travel and/or per diem for persons to attend meetings, workshops, schools, etc., a recipient may be expected to make a report to his/her principal or supervisor upon his/her return.

No leaves shall be approved in excess of funds budgeted for that purpose.

Effective 7/1/12

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