

Employee Leave

An employee leave of absence may be granted upon the recommendation of the Superintendent of Schools and Board approval provided that the granting of such leave will serve the best interests of the District. Using the appropriate application form (Regulation 4610), employees shall describe the circumstances under which the leave is requested and indicate whether the leave is requested with or without pay.

A paid professional leave of up to three days may be granted by the Superintendent of Schools provided that the granting of such leave will serve the best interests of the District and provided there is no additional cost to the District other than for a substitute. Recognizing that outstanding staff members will periodically be called upon to make speeches or presentations before professional organizations, groups of teachers from other school districts and other similar audiences, the Board expressly encourages such professional activities as long as they are not so frequent as to interfere with the instructional program delivered to students. In those cases where staff members are eligible under law for honoraria in connection with such engagements, the Superintendent is authorized to approve acceptance of honoraria for up to three days of such professional leave.

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