
PROFESSIONAL LEAVES OF ABSENCE

- 1) A one (1) year professional leave of absence may be granted by the District Board of Directors upon the recommendation of the Superintendent, with the following provisions:
- 2) An employee must have completed three (3) years of satisfactory service in the District to be eligible.
- 3) A one (1) year professional leave of absence may be granted for:
 - a) Study or professional preparation work/study programs related to the employee teaching assignment(s).
 - b) Travel.
 - c) A foreign educational assignment in the service of the U.S. Government.
- 4) The District is obligated to re-employ an employee on professional leave on written request received by the District no later than March 15 prior to the school year he or she intends to return. The employee shall maintain his or her place on the salary schedule. The assignment of the returning employee will be at the convenience of the District.
- 5) An employee will be granted a second year of professional leave of absence only when it is deemed by the Board that the granting of a request for such leave would be in the best interest of the District.
- 6) Professional leaves shall be limited to a number equivalent to one (1) percent of the certificated staff, except that requests equivalent to an additional one (1) percent may be granted if it is determined by the Board that such additional requests meet special needs of the District.



<i>POLICY ADOPTED</i>	<i>April 3, 1963</i>
<i>REVISED</i>	<i>May 8, 1972</i>
<i>REVISED</i>	<i>December 13, 1976</i>
<i>REVISED</i>	<i>January 13, 1986</i>
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