

**PROFESSIONAL LEAVE
(REGULATIONS)**

The board of education is committed to the principle of providing and approving opportunities for the professional improvement of its staff. In response to this principle, employees may be released from duties without loss of salary or benefits for attendance at meetings of a professional nature that contribute to the basic function of the employee's assignment or for school business assignments. Professional leaves will be granted only upon approval of the superintendent of schools or designee.

All requests for absence for professional reasons must be in writing and must be forwarded to the superintendent by the supervising administrator with the supervising administrator's recommendation for approval or disapproval and reason for the recommendation. Professional days in the school calendar are a part of the teacher's contract.

Adopted: **January 1994 as policy P-127**
Revised: **November 1995**