

## **P4090 TEMPORARY PROFESSIONAL LEAVE**

### **BOARD POLICY:**

**Temporary professional leave may be granted to an employee for limited periods of time for the purposes of attending activities designed to improve employee competency, to improve the instructional or service programs of the district, or to allow employees to provide appropriate community service.**

Administrative Implemental Procedures:

#### 1. Individual requests

Individual request for professional leave shall be submitted on the *Anticipated Absence Information* request. In the event appropriate administrator needs additional information, a *Request for Temporary Professional Leave* may be submitted. To the extent that budget permits, requests for temporary professional leave will be granted using the following criteria:

- a. In general, temporary professional leave is of short-term duration with the amount of leave granted to a single individual limited so that a larger number of employees can benefit from the policy.
- b. The fundamental guideline in setting a limit to the number of requests to the same conference will be the extent to which an educational program may be affected adversely by the absence of a number of personnel from a department or school.
- c. Temporary professional leave requests for meetings sponsored by professional or fraternal organizations, business or industry, or other employee organizations which specifically relate to the improvement of the curriculum, improvement or instruction, or the improvement of school services may be approved; however, requests which relate to organization business, political action, negotiations, etc., will not generally be approved. Personnel may use personal leave or earned vacation time (if available) to attend such meetings.
- d. In the event an individual receives compensation in excess of reasonable expenses, a judgment will be made whether temporary professional leave should be granted or whether an individual should use personal business leave or vacation time if appropriate.
- e. Approval of requests shall be based in large part on the potential of a conference, meeting, or activity to make a significant improvement in the educational program or supportive services of the district, to improve the competency of a particular employee, or to the extent that the leave would allow the employee to provide community services appropriate for school personnel.
- f. Temporary professional leave consideration will be given to employees who are participants in conferences or who are involved in activities, which promote the improvement of education or services.
- g. Professional leave will be approved on the basis of the employee's own direct involvement as opposed to the quasi relationship to a professional meeting of a spouse.

2. Unified School District 259 meetings

Prior approval by the Chief Human Resources Officer is necessary for intra-district meetings, which will require the attendance of a number of employees for whom substitutes must be provided. Administrative personnel seeking such approval should forward a letter to the Chief Human Resources Officer. The letter should provide specifics concerning the meeting including its purpose, the people involved, and the extent of substitute coverage that will be needed.

3. Public or private institutional requests

Public or private institutions such as colleges and universities, business and industry, governmental agencies, social service organizations or others occasionally desire to supplement their programs through the use of school district employees with a particular competency. Requests for temporary professional leave for this purpose should be made by the individual employee as mentioned in AIP 1 above.

Administrative Responsibility: Human Resources

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