

## **Professional Leave**

### Section A

It is the policy of the Board of Education to encourage staff members to improve their professional competencies and to become informed about current developments relevant to their assignment. To this end, the Board shall provide staff members with opportunities to attend professional development activities including attendance at appropriate clinics, conferences, conventions, seminars, site visits, and workshops.

### Section B

Professional leave for staff members is authorized when adequate funds are available in the Board-approved budgets and the leave has received prior approval by the individual's supervisor and either the principal, an assistant superintendent, or the superintendent. Prior approval by the Board of Education shall also be required for any professional leave event either:

1. Where more than six staff members are attending; or
2. Where the total estimated cost exceeds \$5,000.

### Section C

The superintendent is directed to develop procedures to implement this policy.

Approved:        April 13, 1998  
Revised:         February 10, 2020