

PERSONNEL

Professional Leave

Professional leave will be governed by these regulations.

A. Requests

1. Any employee who wishes to attend a professional improvement activity requiring travel to a non-VBCPS site should file a request for professional leave with the appropriate administrator.
2. Requests for professional leave should be made in a timely fashion to avoid disruptions to the school/department.
3. If approval is granted, the School Board may reimburse the individual for the reasonable expenses related to fees, meals, lodging, and transportation.

B. Reporting

Employees attending professional improvement activities will be encouraged to share the information from such sessions with colleagues.

Approved by Superintendent: July 16, 1991

Revised by Superintendent: December 16, 2002

Revised by Superintendent: November 29, 2017

Revised by Superintendent: ,2023

Cheryl Woodhouse

APPROVED AS TO
LEGAL SUFFICIENCY

Kenneth A. Kasady