

HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY

FILE CODE 4126

Monitored

Mandated

Other

**SPECIAL REQUESTS – PROFESSIONAL TRIPS**

Any professional employee of the board may make a special request of the board to take a professional trip for purposes of study, travel, or other reasons of value to the school system. This special request would not extend beyond two (2) weeks, or fall in the realm of a sabbatical.

A formal written request must be made to the board 60 days prior to the intended absence from school, outlining the specific reasons for the request and its pertinence to their area of teaching responsibilities.

In considering this request, the attendance record, length of service, demonstrated record of performance, and any other pertinent information regarding the individual would be taken into consideration.

If approved, the absences will be applied in professional days.

**Board Approval: December 17, 2007**