Board Adopted: August 1, 2013

Ouachita Parish School Board

PROCEDURE FOR PROFESSIONAL AND SCHOOL BUSINESS LEAVE SUBSTITUTE COST REIMBURSEMENT

An employee who intends to take Professional Leave for staff development and school business must complete the Ouachita Parish School Board's ***Professional Leave Request*** form, obtain principal authorization, and submit along with a copy of the leave itinerary, event schedule, or conference agenda to the Assessment and Accountability office at the Central Office for approval. [An employee must also complete the OPSB ***Travel Authorization Request*** form (see OPSB Travel policy at ***www.opsb.net***) for any professional leave or school business that requires out-of-parish travel, and submit to his or her immediate supervisor or principal for approval and maintain on file to support any related travel costs incurred, if any.]

A. **General Fund**

OPSB will provide for payment of substitute costs incurred according to the following professional and school business leave guidelines.

Substitute costs will be paid only for a day or half-day in which an activity or competition is actually scheduled for participation for the teacher or students:

1. **Teacher of the Year**: substitute costs for teachers competing in district, regional and state teacher of the year competitions for the day of the competition. If selected as a state teacher of the year, the substitute costs incurred in connection with the duties of representing the state for such honor.
2. **Student Activities**: the substitute cost for one *faculty sponsor* facilitating the following events for his or her school students.
    a. **Spelling Bee** – district, regional, and state competitions
    b. **Social Studies Fair** – district, regional, and state competitions
    c. **Science Fair** – district, regional, and state competitions
    d. **Geography Bee** – district, regional, and state competitons
    e. **Beta Club Competitions & meetings** – one district, one regional, and one state competitions
    f. **4-H Competitions** - one district, one regional, and one state competitions
    g. **Band** – one district, one regional, and one state competitions
    h. **Choir** – one district, one regional, and one state competitions
    i. **Cheerleader Competitions** – one district, one regional, and one state competitions
    j. **Drill Team Competitions** – one district, one regional, and one state competitions

3. **Staff Bus Driver Training:** the substitute cost for the required days for annual bus driver training for student organization and activity sponsors or coaches to obtain their CDL license for transporting student participants.
4. **Hunter's Education Training:** the substitute cost for teachers who conduct or assist with offsite hunter's education training for students at his or her school.
5. **Regular Season Away Games:** the substitute cost for a coach who is assigned **and** receives a pay supplement for the specific sport participating in a regular season away-game facing one opponent.
6. **Play-off Games:** the substitute cost for coaches who are assigned **and** receive a pay supplement for the specific sport participating in a regional or state play-off game facing one opponent.
7. **Tournament Play:** the substitute cost for coaches who are assigned **and** receive a pay supplement for the specific sport participating in a tournament for which credit is received for team ratings as established by the LHSAA for state play-off or championship rankings.
8. **Certain District Sponsored Activities:** at the request or under the authorization of the Superintendent. Approval must be received in writing by the time the substitute cost is incurred.

B. **School Funds**

Schools are responsible for payment of substitute costs incurred for all other professional and school business leave, other than those indicated in Section A above, including but not limited to the following.

1. Field trips
2. Gifted and Talented trips and events
3. Professional development conferences or in-service meetings approved at school's option
4. Band and Choir conferences
5. Student club and organizational activities, conferences, and conventions
6. Athletic meetings – local, district, regional and state
7. School administrative duties, such as yearbook, fall festivals, parent night, grade-level meetings, etc.
8. Homecoming preparation and activities
9. Leave denied by grant programs
10. Holiday performances and events, including preparation
11. Participation in professional associations or organizations (board meetings or conferences)

Special Note: Professional and school business leave granted to extend travel time beyond what is required for participation in the leave event is gratuitous payment that violates Article 7, Section 14 of the Louisiana Constitution. Extended leave taken beyond what is required for participation at the leave event should be reported as **Personal Leave (or Annual Leave for 12 month employees).**

OUACHITA PARISH SCHOOLS
Building Bridges to the Future

100 Bry Street P. O. Box 1642 Monroe, LA 71210-1642
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PROFESSIONAL LEAVE PAID BY GENERAL FUND

1. Teacher of the Year
2. Spelling Bee – **1 sponsor only**
3. Social Studies Fair – **1 sponsor only**
4. Science Fair – **1 sponsor only**
5. Geography Bee – **1 sponsor only**
6. Cheerleader Competition – **1 sponsor only**
7. Drill Team Competition – **1 sponsor only**
8. Play-off games for specific sport coaches
9. Tournaments for specific sport coaches
10. Hunter's Ed. Training
11. Bus driver training
12. Beta trips and competition – **1 sponsor only**
13. 4-H – **1 sponsor only**

PROFESSIONAL LEAVE PAID BY SCHOOLS

1. Field trips
2. G/T trips
3. School sends teacher to conference/in-service
4. Teacher working on yearbook during class time
5. Leave denied by grants
6. Homecoming activities
7. Holiday performances
8. Coaches trading films
9. Cheerleader competition
10. Drill Team competition
11. Band/Choir conference
12. Clubs/organizations conference