

PERSONNEL

A. Definition

Special leave is absence from duty allowable to full-time employees with approval of the superintendent for the performance of professional or civic duties.

B. Guidelines

Absence from duty without loss of pay or benefits is allowable for the reasons listed below:

1. To serve as delegates or officers for professional organizations when the interest of the school division is involved.
2. To visit model projects of interest to the school division.
3. To assume major community responsibilities when the interest of the school division is involved.
4. To attend certain special conferences when the interest of the school division is involved.
5. To attend professional meetings outside of the city when approved by the superintendent.
6. To perform other professional and civic duties when approved by the superintendent.

C. Requests

Requests for special leave are to be addressed to the superintendent in writing.

Adopted by School Board: June 19, 1973

Revised by School Board: September 17, 1974

Revised by School Board: January 6, 1981

Revised by School Board: November 2, 1982