

Professional Leave

Employees may be authorized to use Professional Leave to attend professional conferences, meetings, conventions, training, etc., requiring absence for travel within or outside the District. Reasonable expenses may be allowed for substitutes, transportation, registration, lodging and meals.

An employee wishing to participate in professional development must complete a Professional Leave Application form and submit the request to their immediate supervisor no later than five (5) days prior to the event or travel date, whichever occurs first.

Expenses will be paid or reimbursed in accordance with Policy 7336 Travel Allowances and Expenses.

In-District Professional Development

A sign-in sheet must be provided at all In-District Professional Development. Attendees must sign in, indicating if a substitute is required.

The completed sign-in sheet shall be sent to Payroll no later than the due date for payroll reports for the pay period.

Certified Staff

See Negotiated Agreement for details on Certified Professional Leave.

Previous Policy: 404.6, 404.6AP, 404.6EX, 405.2, 604.7

Cross Reference: 7336 Travel Allowances and Expenses
Negotiated Agreement

Legal Reference: I.C. §33-1216 Sick and Other Leave

Policy History:

Adopted on: May 23, 2017

Revised on: