

C-406 PROFESSIONAL LEAVE POLICY

1. Professional leave may be granted to district personnel with all or a portion of the expenses covered by the district.
2. Applications shall be made in writing to the director.
3. Activities must be directly related to contractual assignments. Exceptions will be considered by the director.
4. The employee must be representing the unit, not an independent organization regardless of its merit.
5. The availability of substitutes, budget limitations, and length of time requested will be factors in the approval process.

ORIGINAL POLICY MANUAL