

PROFESSIONAL LEAVE POLICY

Professional leave may be granted by a professional leave committee composed of the superintendent of schools, one elementary and one secondary teacher elected by the faculty. The committee will determine if expenses for the leave will or will not be paid. Professional leave may be granted for attendance at meetings of local, state or national professional organizations, workshops, conferences and school visitations, subject to the following considerations:

- A. The leave is in the best interest of the Wall School District and relates to the teacher's professional interests or leadership position in local, state or national educational organizations.
- B. The request for leave must be directly associated with educational activities.
- C. It is expected that the majority of professional leave requests will be submitted by November of the current school term. However, not all leave must have commenced by that date.
- D. Requests for professional leave are to be submitted on forms provided by the committee. The applicant shall have a recommendation from his/her principal and the committee shall receive the request at least seven calendar days prior to the day of the commencement of the leave.
- E. Approval for professional leave may be contingent on the availability of sufficient funds.

Guidelines the committee may consider when approving professional leave will include:

- A. Timely application
- B. The leave is requested by the administration, in which case the district will pay all expenses.
- C. The teacher hold local, state and/or national office(s) in educational professional organizations.
- D. The requested experience in the majority of cases shall be consistent with stated school district goals.
- E. The requested experience in the majority of cases should be consistent with annual in-service plans as stated by the in-service planning committee.

Upon request of the professional leave committee, the employee shall give a report on the activities of the professional leave experience with any recommendations.