

**STAFF AND PERSONNEL
SERIES 400**

404.2

TITLE: PROFESSIONAL LEAVE

Professional Leave shall be defined as an absence from the individual's normal District assignment for the purpose of gaining professional growth through participation in meetings and training activities designed for that purpose. Professional Leave may not be used for District professional negotiations activities of any kind.

Professional Leave shall be limited to not more than two (2) days per year without loss of pay although exceptions may be granted at the discretion of the Superintendent.

Employees are required to make a written request for Professional Leave to their immediate supervisor.

The process and procedures for granting or denial of such Professional Leave shall be addressed by the District through administrative procedures.

Revised: January 11, 1996

Revised: August 12, 2013