"Professional Leave" is defined as permission granted to certificated or classified staff members to be absent from their assigned duties in order to participate in district approved activities from which the district, or the students in the district, are the immediate and obvious beneficiaries.

These activities may include:

1. Participation in approved workshops or conventions

2. Professional development training

3. Participation in approved in-district or out-of-district observations or presentations

4. Participation in activities sponsored by a professional organization of which the applicant is a member.

Professional leave should not be granted as an adjunct to personal travel plans nor should professional leave be granted to individuals pursuing personal interests that do not directly relate to the individual's professional assignment in the district or to which a direct benefit to the educational process in the district cannot be demonstrated.

Approval of a travel request implies approval for professional leave for the person initiating the request.

Requests for professional leave must be made in writing to the principal and superintendent under the guidelines as shown on the Professional Travel Request 5470F.

The following must be included in the request:

1. Approval from the building principal, superintendent, and board representative as required

2. A clear statement of purpose in making the request

3. A clear description of the planned activities

4. How the planned activities relate to present district assignments

5. How district students will benefit from the professional leave

6. The funding source for expenses that might accrue to the district.