

## **PROFESSIONAL LEAVE**

Professional leave is for the purpose of being away from the place of employment or scheduled work assignment during a contracted workday for participation in school related activities, on school business, or other approved absence of professional nature. It is not counted against sick leave or personal leave.

The number of staff absences permitted for professional leave in any given fiscal year are to be limited by budget constraints, the ability to employ qualified substitutes, provide necessary services, and other appropriate factors.

Adopted: February 14, 1995  
Revised: November 11, 2014

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