

SHORT-TERM PROFESSIONAL LEAVE

Short-term professional leave may be granted at the sole discretion of the Superintendent. The Superintendent shall develop regulations related to granting professional leaves. If the policy is not adhered to, salary will be deducted, or leave will be denied.

Reimbursement

When such leave is approved, the Board shall:

1. Provide and pay for a substitute if necessary.
2. Pay travel, lodging, and meals at the rate established by law.
3. Pay for all registration fees based on actual costs.

All additional expenses shall be borne by the employee.

If the principal or Superintendent requests a staff member to attend or represent the District at a workshop, convention, or other meeting, the employee shall be allowed salary and travel, meal, and lodging expenses in conformance with law. The District shall pay all registration fees. Any conference worthy of attendance by a substantial number of staff members should be considered for an in-service day.

Unauthorized Leave Extensions

An employee who is absent beyond the amount of time authorized will have his/her annual salary deducted for each day that he/she is absent. Annual salary does not include extracurricular salary; however, extracurricular salary shall be deducted if an employee misses extracurricular duty as a result of unauthorized extended leave.

Complementing Documents

- DDDA-AR, Short-Term Professional Leave Regulations

End of McClusky School District #19 Policy DDDA Adopted: January 9, 2018