

PROFESSIONAL IMPROVEMENT LEAVE

Application

1. An administrator may apply for professional improvement leave by letter to the Superintendent, with a copy to his/her immediate supervisor and the Assistant Superintendent, Human Resources. This application shall include:
 - a. An outline of the professional improvement program specifying the intended study, travel, or other experiences.
 - b. A full explanation of the value to be received by the administrator and the District.
 - c. The time line for improvement leave.
 - d. The proposed terms of compensation.
2. Application should be made not less than six months prior to the desired leave date and be recommended by the immediate supervisor.
3. Applications approved by the Superintendent will be considered by the Board of Trustees.

Compensation During Leave

1. Administrators who desire to receive salary allowance while on professional improvement leave must furnish a suitable bond indemnifying the District for any salary paid during the period of the leave in the event he/she fails to return to render full-time service to the District for twice the period of the professional improvement leave; or, in the event the employee fails to satisfactorily carry out the program of study or travel as approved. In the event the employee is unable to render the required full-time service due to death or physical or mental disability, this provision shall be waived.
2. Applicants may agree in writing not to receive compensation from the District for the period of retraining and study leave.

Report on Professional Improvement Leave

Within sixty (60) days of return to service, the administrator shall submit a report through the immediate supervisor to the Superintendent, with a copy to the Assistant Superintendent, Human Resources, on the professional improvement leave. The report shall verify all provisions of the leave and project the benefits to be derived by the District from said leave.

Regulation approved: February 7, 1978; March 22, 1999; September 12, 2000;
September 12, 2001; September 6, 2005