

**338.1-AG-1. COMPENSATED PROFESSIONAL LEAVES
Administrative Guideline**

**Rules and Regulations Interpreting Board Policy of
Compensated Professional Leaves (338.1)**

The District will grant professional development and occupational exchange leaves to eligible employees as defined in Policy No. 338.1. The purpose of this administrative guideline is to outline the request process.

Professional Development Leaves and Classroom Occupational Exchange Leaves

In addition to the statements in Board Policy No. 338.1, the employee requesting professional development leave or classroom occupational leave must also abide by the following conditions and procedures:

1. Prior to the submission of an application, the employee should confer with his/her direct supervisor. The purpose of this discussion is to outline expectations and requirements for both the employee and the employer.
2. An eligible employee submits an application to the Superintendent by the fifth (5th) working day in January.
3. The employee will present his/her application in person to a team of Board members and administrators. The team will consist of at least one, but no more than four, Board members. Administrative membership will include the requestor's direct supervisor and the Superintendent.
4. As part of the applicant's presentation, there will be an opportunity for question and answer.
5. After careful review and consideration, the Superintendent will make a recommendation to the Board to either approve or reject the request for leave.
6. The Board will vote during a public meeting to approve or reject the request.

The following criteria will be considered in the review and evaluation of professional development leave and classroom occupational exchange leave requests:

1. Will the leave result in substantial benefit to students and the District?
2. Does the request relate directly to the employee's professional responsibilities as determined by the Board?
3. Will the leave improve professional competence and/or result in additional certifications for the employee?
4. The leave request could not be accomplished if the employee were fulfilling his/her job responsibilities.
5. The request relates directly to the curriculum taught by the requester.
6. The request relates to a Board-approved district goal.