

CHAPTER 6.00 - SCHOOL ADMINISTRATION

6.27* - Professional Leave

POLICY

- (1) Professional leave may be granted to a member of the instructional or administrative staff under the provisions of 6A-1.081, SBER. Such leave shall be classified as extended professional leave, preschool planning period leave, meetings, conferences and convention leave.

- (a) Extended Professional Leave

1. Extended leave for professional study may be granted by the Board for a period not to exceed one (1) year to any member of the instructional staff who possesses professional service or continuing contract status and who has served continuously and satisfactorily for a period of five (5) years in the school system. Such leave shall be without compensation. The request for leave must be in writing and in the district office at least thirty (30) days prior to the last day of the post school conference. Such extended professional leave must be recommended by the Superintendent and approved by the Board. Any person granted such leave must submit to the Board upon his/her return a transcript or record from the college or university showing the credits earned while a full-time student at that college or university. Failure on the part of the employee to submit such a statement prior to the end of the year will invalidate the leave of absence. The employee will not be returned to duty until satisfactory evidence has been submitted to the Board that the work for which the leave was granted has been completed to the satisfaction of the Superintendent or the Superintendent and the Board. Failure to file such evidence shall be grounds for action of the Board to terminate the employee's contract.
2. Extended professional leave may be granted to a member of the Superintendent's administrative staff who has served satisfactorily and successfully in the district for a period of five (5) years, but such leave may not exceed one (1) year.

- (b) Preschool Planning Period Leave

When professional or certificated personnel request professional leave for any part of the preschool or post school planning period, the Board may grant professional leave with pay for a period not to exceed five (5) days provided that the teacher is attending class or taking examinations in course work related to the areas for which the teacher is responsible and that satisfactory evidence of such

CHAPTER 6.00 - SCHOOL ADMINISTRATION

attendance or examination has been signed by the dean of the college or his/her representative.

(c) Meetings, Conferences, and Conventions

Professional leave with pay may be granted to any member of the instructional, supervisory, or administrative staff who finds it necessary to attend a professional meeting, conference, or convention, or who may be assigned by the Superintendent to be absent for professional reasons provided such request is made on the authorized leave request form and received in the district office at least ten (10) days before the date on which the proposed leave is to become effective.

- (2) Professional leave may be granted to educational staff professionals to engage in activities which will result in his/her professional benefit or advancement including the earning of college credits and degrees, or participation in activities which will contribute to his/her professional growth or job effectiveness.

A educational staff professionals may be granted professional leave to improve his/her job effectiveness provided such leave is recommended by the Superintendent and approved by the Board.

- (3) Extended professional leave shall be interpreted to be professional leave in excess of thirty (30) days. Such leave will be primarily for the benefit of the employee and will be initiated by him/her.
- (4) Extended professional leave shall be without compensation and may be granted only by action of the Board upon the recommendation of the Superintendent.
- (5) Professional leave (preschool planning period leave, meetings, conferences, and convention leave) will be granted at the discretion of the Board and may be with or without compensation.

STATUTORY AUTHORITY: 1001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED: 1012.66, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.081

HISTORY: Adopted: 06/17/97
Revision Date(s): 12/03/02
Formerly: