

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 500: PERSONNEL

Section 502: Certified Personnel

502.3 Professional Leave

Date Reviewed by Discussion Team: 8.23.11, Revised for Discussion 9.27.11

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Professional leave may be discretionary or may be an administrative request. If SSJCSS funds any part of a professional leave request, the employee must share the information gathered at the conference with colleagues in whatever manner the employee's supervisor deems appropriate. Full or partial reimbursement for professional leave will only be approved if funding is available.

1) Discretionary professional leave requests: If a certified employee requests professional leave, the requests must be approved by the immediate supervisor and the Executive Director. The leave will only be approved if the reason for the leave is directly related to the employee's actual responsibilities and/or to advance the organization's strategic plan and the employee agrees to share the information/knowledge acquired by attending the event. The employee may request up to 3 days of professional leave per year and may request partial or full reimbursement for conference or inservice registration(s) up to an annually predetermined amount. This annual amount may also be used as reimbursement to help cover the cost of coursework leading to an advanced degree or to an additional license in a related educational field.

At times when finances allow, professional leave may be granted for events that are held more than 50 miles from SSJCSS. Priority will be given to leaves requesting attendance at state or national conferences hosted by the employee's professional organization. If leave for these types of conferences is granted, the employee may request and may receive additional reimbursement for travel, meals and lodging (based on the reimbursement amount agreed upon prior to the meeting) as well as for the registration fee. The employee's supervisor may grant additional professional leave days in order for the employee to attend.

All of the discretionary professional leave expenditures will be paid by the employee in advance unless other arrangements are made with the Executive Director. After prior approval is received, a plan is in place for sharing information, receipts and verification of attendance or successful course work completion are filed within 30 days after the end of the event, then reimbursement will be provided, up to the predetermined allotted amount.

The supervisor may limit the number of employees that attend conferences more than 50 miles from SSJCSS. Employees who attend these conferences must agree to share information/knowledge acquired by attending. The full or partial cost of attending may be paid in advance by SSJCSS. If, however, the employee fails to attend, does not submit receipts in a timely manner and/or does not share information, the employee will be billed for the SSJCSS expenditures.

3) Administrative request for leave:

If an administrator requests an employee attend a conference or specific training, the full cost of attendance including registration, travel, meals, and lodging (using the amount agreed upon prior to the leave) will be reimbursed as long as a plan is in place for the employee to fulfill his/her expected obligations to the corporation for attending these meetings. If all obligations are met, the employee will not be charged with using any of the three discretionary professional leave days. Meal and lodging expenses will be reimbursed based on a predetermined amount.

Questions to consider prior to requesting a professional leave day:

- 1) Is taking this day off at this particular time in the best interest of the school corporation?
- 2) Is this training, workshop, visitation, etc. going to improve my knowledge and/or skills in relation to my job responsibilities or to the organization's strategic plan?

If you answered "yes" to these questions, then your request will most likely be granted

Any professional leave request may be denied by the employee's supervisor if the employee's overall attendance or job performance is of concern.