

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: GCI: PM

PROFESSIONAL LEAVE: CERTIFIED

Certified personnel shall be allowed up to ten (10) days of professional leave within a two year period for the purposes of conference attendance, school visitations or other activities directly related to instructional improvement.

Professional leave shall be approved by the building administrator if it is for school purposes and is an expense to the building account. Approved leave that is for district purposes and is an expense to central accounts shall require the approval of the superintendent and/or his designee as well.

District personnel are encouraged to become actively involved in state and national associations. Officers elected to any such association who must be absent as a result of their duties with the group shall receive those days plus the allotment of ten days every two years for other professional leave.

Certified personnel involved with student related activities, for which compensation is provided by an agency other than School District no. 6, may be granted, if requested, a maximum of three (3) days leave per year for which the current daily rate of a substitute teacher's salary will be deducted from the employee's salary for such absence(s). A maximum of two (2) additional days leave may be granted, if requested, for which the full amount of the employee's daily salary rate will be deducted. Application for leave under the terms of this section must be submitted to the building principal or supervisor. The principal or supervisor will attach his/her recommendation to the request and forward it to the superintendent for final determination. Total maximum number of days professional leave under this provision shall not exceed five (5) working days per school year.

Adopted: 12/20/94