

**PROFESSIONAL DAY REQUEST**

**5.8** Two professional leave days without loss of pay, will be granted each certificated employee who is employed on a regular and daily basis, subject to the approval of the Superintendent, according to the following criteria:

- a. Written request shall be submitted to the Superintendent one (1) week prior to date of professional leave. After receiving the written request, the Superintendent shall reply back with a written approval or denial with the reasons for the denial within three (3) days from receiving the original request.
- b. No more than two (2) teachers may be gone from the district any one time for the purpose of professional leave.
- c. The visitation, seminar or purpose of professional leave shall pertain to the teachers' present teaching area of responsibility.
- d. Professional days shall not be granted during the first five (5) days or the last five (5) days of the school term.
- e. No more than two (2) teachers may be gone from each building on any one day for any leave excluding maternity leave, leaves of absence, illness or adoption leave.
- f. The Board shall reimburse each teacher no more than \$200.00 per year for registration fees plus mileage reimbursed at maximum IRS rate. The Superintendent must approve trips in excess of one hundred miles in order to qualify for mileage reimbursements.
- g. The teacher must make a written request for reimbursement to the Superintendent within one (1) week.
- h. If a teacher is required by the Administration or Board of Education to attend a conference, seminar or meeting, the costs will be paid by the District. Expenses of such meetings may include:
  - 1. Mileage
  - 2. Meals - Limited to the state per diem of \$24.00 per day, expenses vouchers required.
  - 3. Registration Fees
  - 4. Overnight Lodging - Limited to \$100.00 per night for lodging, expense vouchers required.

The above leave shall not be subtracted from any other leaves the employee has rights to.

i. Reimbursement will be made within 30 days or following the next regularly scheduled Board of Education meeting upon receipt of professional day reimbursement form.

j. Teachers may be allowed one additional day with Superintendent approval.

k. All Professional Day requests must be submitted for approval prior to May 1, of the current school year.

\*\*\*\*\*

REQUEST FORM: Admin Request \_\_\_\_\_ Individual Request \_\_\_\_\_

I, \_\_\_\_\_, request to use \_\_\_\_\_ day(s) of my Professional leave on \_\_\_\_\_  
(Please Print Name)

to attend \_\_\_\_\_. (Please attach a copy of the registration information flyer.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved \_\_\_\_\_

Denied Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date