

## Professional Leave

### Section A

It is the policy of the Board of Education of ~~District #225~~ to encourage staff members to improve their professional competencies and to become informed about current developments **relevant to their assignment in education**. To this end, the Board shall provide staff members with opportunities to attend professional development activities including attendance at appropriate clinics, conferences, conventions, seminars, site visits, and workshops.

### Section B

Professional leave for staff members is authorized when adequate funds are available in the Board-approved budgets and the leave has received prior approval by the individual's supervisor and either the principal, an assistant superintendent, or the superintendent. Prior approval by the Board of Education shall also be required for **any professional leave those event leaves either where involving more than six staff members are attending district wide or when the total estimated cost of the leave exceeds \$5,000. involves travel out-of-state or requires overnight accommodations.**

### Section C

The superintendent is directed to develop procedures to implement this policy.

Approved: April 13, 1998

Revised: February 10, 2020