

PROFESSIONAL LEAVES OF ABSENCE FOR PERSONNEL

General

The board authorizes the superintendent/principal to grant release time for personnel to participate in short-term study, conferences, and general educational development activities related to common goals and objectives held by personnel and the school system.

Application Procedure

Requests for approval for professional leave must be submitted at least (5) working days prior to the date of departure (two weeks if an advance payment is requested).

Approval

All employees eligible for travel must have prior approval. To obligate Central Office funds requires the written approval of the immediate supervisor and the Superintendent or designee. To obligate local school funds requires the written approval of the school principal. When such leave is granted, it shall be with pay and the Superintendent/designee may authorize the payment of needed substitute personnel from School System funds. All such leave shall be approved in advance, and such leave time shall be at the discretion of the Principal, Superintendent, or designee based on available finances, educational value to the School System, and the number of employees on leave (sick, personal, catastrophic, job-related injury, vacation, family and medical, etc.) at any given time.

Conferences and Meetings

The Principal, Superintendent, or designee may grant professional leave to an employee wishing to attend any educationally related conference, meeting, or convention, if such attendance is considered to be for the purpose of improving instruction and curriculum. The Board may pay all or any part of expenses of any personnel whom it may direct to represent it at any such instructional and curriculum meeting or in visitation to another school system. In all such cases, prior approval for said expenses must be given by the immediate supervisor and superintendent.

Accreditation Visits

School System personnel may be permitted to serve on but one accreditation visit per year, unless special permission is granted by the Superintendent and Board.

FILE: GALBG

Detached Duty Leaves

The superintendent may grant release time for personnel to perform extended duty directly related to the goals and objectives of the school system. Such duty would include but not be limited to such activities as System-wide curriculum-related work, serving on System-wide committees, System-wide administrative-related matters, etc. All such leave must be approved in advance by the Superintendent. When such leave is granted, the Superintendent may authorize the payment of needed substitute personnel.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: Oct. 5, 1978; REVISED: Dec. 19, 1996; June 5, 2008.

LEGAL REF.: The Code of Alabama, 16-23-7 through 16-24-13(1975), §16-24-13(1975, §16-1-18.1(1975) .

