

3.15 -- PROFESSIONAL LEAVE

A teacher or other certificated employee may be excused from school two days per year for "Professional Leave" with no deduction in pay provided approval for the absence is obtained from the Superintendent at least two weeks in advance. Professional Leave may be granted for (1) conventions, (2) conferences, (3) workshops, (4) visiting schools with exemplary programs, (5) comprehensive exams for advanced degrees, (6) exams required for maintaining or improving professional status, and (7) any other educational activity approved by the Superintendent of the Van Buren Schools. Failure to request approval at least two weeks in advance will result in automatic disapproval.

Additional requests may be made for excused absences, and if the request complies with the following regulations, the Principal may approve it and forward it to the office of the Superintendent of Schools at least two weeks prior to the time of the meeting. The teacher and principal shall then be notified of the Superintendent's approval or disapproval. Teachers whose requests fall in one or more of the following categories shall have no deduction made from their salary.

1. An officer of a national professional organization who wishes to attend this convention.
2. A president of a state professional organization who wishes to attend a national convention of this organization.
3. Certified personnel who are invited to appear on the program of a national, regional, or state convention.
4. One whose absence does not require the employment of a substitute teacher.

Arrangements for proper instruction in the classes must be made by the principal. Professional Leave shall be limited to a maximum of five (5) days per year. The maximum combined professional and personal business leave days shall not exceed seven (7) for any year. An exception may be made by the Superintendent for unusual opportunities of educational significance to which the teacher rarely has access. Any additional leave days granted may result in a deduction in pay equal to the pay of a substitute teacher.

The above regulations do not pertain to teachers attending contests or conventions when accompanied by students or at the request of the Superintendent or Board of Education. Such absences are considered "school business" and are not charged against the teacher.