

**BOARD POLICY: PROFESSIONAL LEAVE**

**6040**

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 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 those leaves involving more than six staff members district wide when the leave 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