

G-25 PROFESSIONAL LEAVE

The Superintendent is authorized to grant professional leave to an employee to attend educationally related conferences, meetings or conventions, if such attendance is considered to be in the best interest of the Opelika City Schools, and only if recommended by the principal/supervisor. The Board may pay all, a portion or none of the expenses incurred. In all such cases, prior approval must be given by both the principal/supervisor and the Superintendent or designee.

Application and notification to attend a conference or similar educational meeting shall be made and approved two (2) weeks in advance. The principal/supervisor shall discuss with the Superintendent the need for attendance at such a professional meeting.

Personnel shall be permitted to serve on no more than one accreditation study per year unless special permission is granted by the Superintendent.

An application for professional leave shall be submitted, in writing, by the teacher to the principal/supervisor. It should clearly identify and describe the reason for requesting the professional leave and why the principal/supervisor and Superintendent should favorably consider the request.

Except for required attendance at meetings and conferences, no employee will be absent from their normal work assignment for more than five (5) days during an academic year unless prior approval is granted by the Superintendent and/or Board of Education.

ADOPTED: May 11, 2004

LEGAL REF: Code of Alabama 16-1-30; 16-23-12 to 13