Professional Leave

I. An employee may be granted professional leave to participate in activities which contribute to improved job performance and which are directly related to the employee’s work or work performance.

II. Leave for PWCS employees to attend official meetings of their local professional organization's state and/or national affiliate is addressed in Regulation 542-3, “Temporary Leave.” Use of professional leave for any local activities other than Meet and Confer must be approved by the Director of Human Resources.

III. A principal/director or supervisor will give consideration to the following factors in approving requests for professional leave:

A. Availability of a suitable substitute, if applicable;
B. Impact of the employee’s absence on the total program;
C. Potential contribution of the leave activity to the employee’s job performance;
D. Degree of individual participation in the leave activity;
E. Number of previous requests by the employee that have been approved;
F. The employee’s general attendance and performance record; and
G. Number and frequency of requests of employees at the work location.

IV. Travel requests for professional leave must be submitted by the principal/director/supervisor to the appropriate Associate Superintendent for approval prior to any leave being granted.

V. Budget holders requesting the attendance of employees they do not directly supervise at meetings, professional learning activities, etc., should identify a source of funding for a substitute, if required, and denote this source of funding on the Professional Leave form submitted to the employee’s supervisor.
VI. Providing documentation of actual participation in activities for which professional leave has been approved is the responsibility of the participant.

The Associate Superintendent for Human Resources (or designee) is responsible for monitoring and implementation of this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.