

STAFF PERSONNEL

Series 400

POLICY TITLE CLASSIFIED EMPLOYEE PROFESSIONAL LEAVE No. 414

Professional leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the direct supervisor 5 days prior to the meeting or conference.

It is within the discretion of the direct supervisor to grant professional purposes leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operations, or for other reasons deemed relevant by the direct supervisor.

Legal Reference: Iowa Code § 279.8. 281 I.A.C. 12.7.

Cross Reference: 411 Classified Employees - General
408.1 Classified Employee Professional Development

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