

Staff Professional Leave/Leave of Absence

Professional leave

Employees may be granted up to two professional days per school year at the discretion of the superintendent for the purposes of school related workshops, meetings, seminars or visitations to other schools. These days shall not accumulate.

Leave of absence for licensed staff

Leaves of absence for the purpose of enrolling in courses of advanced study may be granted by the Board of Education for one year or any portion thereof. Professional leave for study may only be granted to licensed personnel who have completed five full years of uninterrupted service at the time of application.

An application for a leave of absence must be made in writing prior to March 1 preceding the school year in which the leave is to become effective. The application shall be made to the superintendent of schools, who shall have the responsibility of reviewing it and submitting it to the Board of Education along with the recommendation for the April Board meeting.

Adopted: May 23, 1995

Revised: May 12, 1997

Revised: July 11, 2000

Revised and recoded: October 12, 2010

Swink School District #33, Swink, Colorado