

Category:	Procedure:	
<b>Human Resources</b>	<b>Personal and Professional Leave</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-462</b>	<b>June 1997</b>	<b>September 2003</b>

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**PERSONAL LEAVE**

1. An employee must give his/her supervisor a one day written notice for leave to be approved except in the case of an emergency.
2. The employee may use this type of leave in an emergency.
3. An employee must fill out a Leave Request form (BO-157) and submit to the immediate supervisor for approval.
4. The Absence Form (BO-158) must be submitted if the leave is with or without pay.

**PROFESSIONAL LEAVE**

1. Professional leave may be used for the purpose of workshops, school business, meetings relating to school business which meet during daytime hours, or serving on Boards or Commissions.
2. Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.
3. The Absence Form (BO-158) must be submitted if the leave is with or without pay.
4. Professional Leave is available to certificated staff.