

STAFF PERSONNEL
400 Series

Professional Leave for Classified Employees
Code No. 414

Professional purposes 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 superintendent or his/her designee at least three (3) working days prior to the meeting or conference.

It shall be within the discretion of the superintendent to grant or deny professional purposes leave. 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 or school district operations, or for any other reasons deemed relevant by the superintendent.

Legal Reference: Code of Iowa 279.8 (1997)

Adopted: 06/21/99
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