

## CLASSIFIED EMPLOYEE PROFESSIONAL LEAVE

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 superintendent ten (10) days prior to the meeting or conference.

It will be within the discretion of the superintendent to grant professional 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 superintendent.

Legal Reference: Iowa Code § 279.8 (2013).  
281 I.A.C. 12.7.

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

Approved: Feb. 10, 1997, Sep 15, 2014, February 28, 2019  
Reviewed: Aug. 24, 2005, Apr. 22, 2013, Aug 18, 2014, Jan. 21, 2019  
Revised: Aug 18, 2014, Jan. 21, 2019