

<b>VALLEY CITY PUBLIC SCHOOL DISTRICT #2</b>  <b>VALLEY CITY, NORTH DAKOTA 58072</b>  <b>PROFESSIONAL LEAVE</b>	<b>Descriptor Code</b> <b>DDDA</b>	<b>1<sup>st</sup> Reading</b> <b>02/19/20</b>
	<b>Adopted</b> <b>02/19/20</b>	<b>Revised</b>

## **PROFESSIONAL LEAVE**

Professional leave for attendance at conferences, workshops, and conventions and to visit other classrooms and schools may be granted at the sole discretion of the superintendent.

When such leave is approved, the District shall:

1. Provide and pay for a substitute if necessary.
2. Pay travel, lodging, and meals at the rate established by law.
3. Pay for all registration fees.

Immediately upon returning to work, an employee must fill out a (conference attendance) (professional growth) report, which is to be filed with the principal. A file will be kept for each employee and will be available for examination at any time.