

Personnel

Series 400

Policy Title Classified Employee Professional Purposes Leave

Code No. 414

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All classified employees are encouraged to continue to grow in their profession by attending classes and conferences, continuing their education, and participating in other professional activities.

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 designee seven (7) days prior to the meeting or conference.

It is within the discretion of the superintendent or designee to grant professional development purposes 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.

The District will develop a plan for classified staff professional development consistent with the District Comprehensive School Improvement Plan. The budget will include funds for classified staff professional development.

Adopted: December 20, 1988

Legal Reference: (Code of Iowa)

Reviewed: October 6, 2008
September 23, 2013

279.8

281 Iowa Admin. Code 12.7

Amended: November 3, 2008
October 16, 2017
September 8, 2020

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