

PROFESSIONAL LEAVE

The Terrebonne Parish School Board recognizes the value of attending local, regional, national, and international educational/job-related meetings or earning advanced degrees in order to become exposed to new ideas and developments in various areas of public school education. Therefore, the Superintendent or designee may grant professional leave to attend any educationally-related conference, meeting, convention, examination, or other appropriate functions if such attendance is considered to be in the best interests of the School District. Expenses shall be paid in accordance with travel reimbursement regulations.

Application and notification to attend a conference or similar educational meeting shall be made in writing and approved as far in advance of the meeting as possible. The written request shall include dates, subject to be covered, and sponsoring agency.

EDUCATIONAL ADVANCEMENT

Persons working on an advanced degree who are required to take a comprehensive examination, or entrance examination, either oral or written, during the work day, shall be granted authorized absence from their regular duties, with full pay, for the day of the examination. Prior notification of the scheduled event must be given the employee's immediate supervisor.

Persons working on National Board Certification Standards who are required to take a comprehensive assessment during the work day shall be granted authorized absence for their regular duties, with full pay, for the day of the assessment. Prior notification of the scheduled event must be given to the employee's immediate supervisor.

Persons working toward an advance degree or toward certification shall be allowed appropriate time, up to a half-day, with full pay, to register for classes. The employee shall provide prior notice of date of registration, as well as verification of registration.

The purpose of absence must be given with at least a twenty-four (24) hour prior notice.

NON-EDUCATIONAL/NON-JOB-RELATED MEETINGS

Specific Assignment

- (1) Employees who request permission to accept a specific assignment at a non-educational/non-job-related conference, upon submission of proof of such assignment, may be granted a leave of absence, not to exceed three (3) days, under provisions of "Emergency Leave" to attend the meeting. Attendance beyond three (3) days will be charged to personal leave and/or leave of absence without pay with proper request.
- (2) Proof of such assignment must include a letter of verification from the non-educational organization stipulating the date, time, and description of the employee's responsibility at the conference.

- (3) Requests for attendance at non-educational meetings are to be submitted to the Superintendent for approval thirty (30) days prior to the requested leave.

Non-Specific Assignment

Employees who request permission to attend a non-educational conference and who do not have a specific assignment may be granted a leave of absence without pay for this purpose.

NOTE: The term *specific assignment* in the foregoing shall be construed to mean such activities or duties as an officer on a regional, national, or international level . . . recorder for group discussion; moderator or discussion leader; etc. It shall not include such duties as serving on registration, hospitality, welcoming committees or similar duties.

LEAVE FOR STATE BOARD OR COMMISSION

Leave with pay shall be granted any school system employee who is an elected member of the Board of Trustees of the Teachers' Retirement System of Louisiana or the Louisiana School Employees' Retirement System, an elected or appointed member of the Louisiana Board of Elementary and Secondary Education (BESE), or an appointed member of any task force, commission, or other advisory body established by BESE so that such employee may attend meetings of the entity and any committees thereof on which the employee serves.

The School Board shall require any employee who may serve on the public entities outlined above to provide notice to the Board of the dates and times of all meetings of the entity and any committees thereof that are scheduled to occur on a regular basis and reasonable notice to the Board of any special or otherwise unscheduled meetings.

Any employee serving on such an entity shall apply in writing for such leave in a timely manner, but in no case less than twenty-four (24) hours prior to the date of the meeting, except in an emergency. The employee shall also be required to submit proper documentation that the leave granted was used for the purposes for which requested. Improper use of said leave may result in reimbursement to the Board of any compensation paid the employee for the leave days taken, and may lead to discipline of the employee up to and including termination.

Revised: July 1996

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Ref: La. Rev. Stat. Ann. §§17:81, 17:1186; Board minutes, 3-19-57, 2-14-78, 9-16-80, 3-4-86, 9-19-89, 5-1-90, 5-17-90, 5-23-90, 5-21-91, 9-21-93, 7-16-96, 12-16-97, 3-20-01, 2-18-03, 6-3-03, 1-16-07, 08-20-13.