

CHAPTER 6.00 – HUMAN RESOURCES

PROFESSIONAL LEAVE

6.547*

- (1) Any member of the administrative or instructional staff who is employed for ten (10), eleven (11), or twelve (12) months during any school year and has been employed with the district for the previous three (3) continuous years may be granted professional leave as follows:
 - (a) A ten-month contract employee may be granted leave not to exceed five (5) working days.
 - (b) A twelve-month contract employee may be granted leave not to exceed six (6) working days of leave.
 - (c) Leave must be used for the purpose for which it was granted.
- (2) Professional leave is leave granted to an employee to engage in activities that will contribute to the profession or will result in his or her professional benefit or advancement, including the earning of college credits and degrees. Professional leave for instructional personnel during pre-planning or post-planning will not be granted to a person in annual contract status, except under the following conditions:
 - (a) When professional leave is granted, the days to be granted will be based on the college or university starting date, with not more than two (2) days of such leave as travel time where necessary.
 - (b) An instructional employee on a ten-month contract may be reimbursed for not more than five (5) days upon the successful completion of the course or courses and upon resumption of duty in the district. Completion of course work must be documented.
 - (c) Such leave may be granted upon application, provided that the teacher is under contract to render services in the school district for the ensuing school year.
 - (d) Leave shall be used for the purpose for which it was granted.
- (3) Extended professional leave is leave in excess of thirty consecutive days. Such leave is primarily for the benefit of the employee or of the teaching profession and only incidentally for the benefit of the School Board. Extended leave for professional improvement may be granted to a member of the instructional or administrative staff provided he or she has

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served satisfactorily in the district for a period of three (3) years or more.
Extended professional leave shall be without pay.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43, 1012.66, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.081

HISTORY: **ADOPTED: 07/01/2002**
REVISION DATE(S): 04/26/04
FORMERLY: 3.32, 3.67, 4.092