

**Policy Title: Professional Purposes**

**Policy No: 401.12**

Attendance at educational meetings or visiting other schools is permitted at full pay if such absence is approved by the Superintendent. If any supervisor, principal, teacher, or other employee wishes to be absent from duty to attend a professional meeting or to visit schools, the staff member should first obtain approval from his or her immediate supervisor. The supervisor will then complete the appropriate "Absence Report" and submit it to the Superintendent for approval. The "Absence Report" must be submitted to the District Office ten days prior to the requested leave for the Superintendent's approval. The purpose of the absence should be noted on the "Absence Report."

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted:	05/12/1975
Reviewed:	02/13/2006
Amended:	03/13/2006