

**GBRH**    **CERTIFIED LEAVES AND ABSENCES**

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Certified personnel may be granted leaves and absences.

**Sabbaticals**

No sabbatical leave shall be granted with pay. Sabbatical leaves without pay may be granted at the discretion of the board.

**Conferences and Visitations**

The superintendent shall have the authority to grant leaves of not to exceed five consecutive school days for any employee during any school year for the purpose of attending educational conferences or school visitations.

**Exchange Teaching**

All leaves for exchange teaching shall be granted at the discretion of the board.

**APPROVED: August 6, 1973**

**REVIEWED: November 13, 2000**

**REVIEWED AND APPROVED: February 13, 2012**

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**Sabbaticals**

Any employee desiring a sabbatical leave shall file written application with his/her principal or supervisor at least 90 days prior to the first day of the requested leave. Such application shall be, in writing, on a form prescribed by the superintendent and shall explain in detail the length of the desired leave, the purpose of the desired leave and the applicant's reasons why said leave will be of benefit to the district. The superintendent shall present said request to the board at its next regular or special meeting together with his/her recommendation.

No sabbatical leave shall be granted for a period longer than one semester. The employee receiving a sabbatical leave shall be entitled to all of the rights and privileges of employment

he/she would have received had he/she performed his/her regularly contracted functions during the period of such leave, except that salary shall be discretionary with the board.

#### Conferences and Visitations

Employees desiring to attend conferences and make visitations shall file an application therefore, in writing, with the superintendent at least 30 days prior to the first date of the leave being requested. The application shall be on a form prescribed by the superintendent. Said request shall explain in detail the length of the leave, the purpose and the opinion of the person requesting said leave as to how it will benefit the district.

These rules shall not apply to KNEA conventions each fall.

Absences of teachers to attend professional educational conferences, conventions, meetings, etc., are considered as days on duty, providing they are given approval by the superintendent. The superintendent and/or the board shall have the right and power to interpret special cases and ones of unusual circumstances and their decisions shall be final.

#### Exchange Teaching

Any employee desiring a leave for the purpose of teaching in another district shall file a written application with his/her principal at least 90 days prior to the first day of the requested leave. Such application shall be, in writing, and shall explain in detail the length of the desired leave, the purpose of the desired leave and the applicant's reasons why said leave will be of benefit to the district. The superintendent shall present said request to the board at its next regular or special meeting together with his/her recommendation for the board's consideration.

No exchange teaching leave shall be granted for a period longer than provided by law. The employee receiving such a leave shall be entitled to all of the rights and privileges of employment he/she would have received had he/she performed his/her regularly contracted functions during the period of such leave. No such leave shall be granted unless and until the

questions as to which district shall pay the salary of such teacher and other employment obligations have been resolved in a written agreement between the districts concerned.

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