

ADMINISTRATIVE GUIDELINES FOR PRINCIPALS GOVERNING APPROVAL
OR REJECTION OF PROFESSIONAL LEAVE REQUESTS

Professional leave may be granted to employees using the following guidelines:

- A. Unless there are unforeseen circumstances, an employee requesting professional leave should attempt to submit the request in writing to the principal at least two weeks prior to the scheduled date of the activity. The document must contain a full description of the activity for which such leave is being requested. The principal may require supporting material before acting on the request. Also, unless the activity is prescribed by the immediate supervisor, the employee must fully justify how the activity will benefit his/her prescribed work responsibilities.
- B. Principals are authorized to approve a cumulative total of five professional leave days in one school year per employee. Days for activities prescribed to the employee by the system or service on Southern Association Committees, shall be exempted from the above limits. When a school level employee requests professional leave for days exceeding the above limits, the request must be submitted to the appropriate director who will consult with the employee's principal before approving or rejecting the request.
- C. Activities or conditions under which the principal may not grant professional leave.
 - 1. When resources are not available for a substitute.
 - 2. Activities which are primarily related to the employee's secondary occupation or avocation.
 - 3. Service time to an outside person or organization when such services have no clear direct and indisputable relationship to education in Lafayette Parish.
 - 4. Activities which are primarily pleasure oriented. Personal travel and competition in non-school related events are examples.
 - 5. Any other activity not listed herein which is deemed inappropriate by the principal after consultation with the appropriate director.

- D. All school level requests for professional leave which are not prohibited by "C" above must be submitted to the principal for approval. The principal must submit a copy to the appropriate school director on a monthly basis.
- E. Requests for professional leave which fall into the categories specified under items "C" above may be submitted to the Superintendent or his designee for review and possible approval provided:
 - 1. The employee believes the activity will be useful in his/her job assignment.
 - 2. The principal/supervisor concurs in the value of the activity and believes attendance by the staff member is in the best interest of the school system.
- F. Principals requesting professional leave must submit their request to the appropriate director.
- G. Administrators are required to approve or reject requests for professional leave at least five working days after receiving the request.

Current practice codified 1975
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Lafayette Parish Public Schools, Louisiana