

APPENDIX B
Application Form for
Professional Leave to Participate in an Outside Organization

Employee's Name _____

Employee's Position _____

Employee's Purpose for Participation _____

Name of Outside Organization _____

Contact Person from Outside Organization _____ Phone Number _____

School Year of Participation _____

1. An employee may be granted up to twelve (12) days per school year of Professional Leave to participate in an Outside Organization as long as s/he is not absent for all purposes from his/her position more than ten percent (10%) rounded to the closest whole number of his/her yearly contracted workdays. All purposes includes Association Leave.
2. To participate in an Outside Organization, Employee shall notify and obtain pre-approval from the Superintendent, along with providing an agenda or outline of the working hours and activities.
3. The Outside Organization will reimburse the District for the actual cost of substitutes or if no substitute is obtained, the amount of the daily substitute rate. Every reasonable effort will be made by the employee to provide a consistent substitute.
4. Employee will participate in trainings and activities of the organization named above. These trainings will advance his/her professional skills and/or knowledge. To the extent possible, the employee will share with other District employees the skills and knowledge gained from his/her participation.
5. The activities which Employee is involved in as part of the Outside Organization shall not be in opposition to the District's interests and desires nor financially detrimental to the District.
6. The granting of participation in an Outside Organization shall not be construed by either party as precedent setting for the same or similar future situations. Each case will be considered on its merits.
7. Professional Leave must be applied for and granted each school year.

Employee's Signature _____ Date _____

Approval Date: _____

Superintendent's Signature _____