

**PROFESSIONAL LEAVES**

After having completed the probationary period, any teacher may, at the discretion of the Board of Education, be granted a leave of absence without pay for purposes of educational improvement and advancement. Such leaves may be for a period of not less than one semester, nor more than one year. An extension of the leave period may be granted where completion of the course(s) for advancement requires longer than one year and advantage will accrue to the district.

**Conditions for Taking Such Leaves**

Evidence of the proposed and completed educational improvement program shall be required from each applicant.

Unit members may not be employed during such leaves unless the employment is in conjunction with the educational improvement program and is offered through the same institution where the course work is being taken, or when the employment is part of overseas programs designed for language or cultural immersion.

The unit member must sign an agreement that the Board will be given written notice no less than 30 days before the expiration date of the leave, or before March 15, whichever is earliest, of the intent to return. Failure to notify the Board will be considered as notice to the teacher will not return and the position is vacant. At least 10 days before the notice is due, the district's Personnel Officer will notify the teacher of this obligation by registered mail to the address on file with the Personnel Office.

At the end of the leave, the employee shall be reinstated in the position he/she held when the leave was granted. (Education Code 44973)

*Legal Reference:*

**EDUCATION CODE**

*44966-44973 Leaves of absence for study or travel*