

Adopted: 1974
Revised: --

Saint Paul Public Schools Procedure

410.01

410.01 STAFF/LEAVES OF ABSENCE

Other Professional Leaves

When reviewing requests for other professional leaves, the Superintendent and the Director of Personnel will consider the following factors:

1. The value of the leave to the district,
2. The professional value of the leave to the applicant,
3. The length of the leave,
4. The time of year the leave is requested and, for instructional personnel, whether the leave activity can be scheduled outside of the school year,
5. The need for and availability of substitutes,
6. The sponsor, if any, of the leave activity,
7. Whether the applicant would be acting as an individual or as a representative of an organization while on leave,
8. The number of professional leaves the applicant has taken,
9. The volume of leaves granted to the staff as a whole during the period requested,
10. Whether the leave will be taken with pay or without pay, and
11. The availability of funding to meet any school district costs related to the leave.

CROSS REFERENCES:

LEGAL REFERENCES: