



Professional Leave Time

(A guide on how to determine and when to submit professional leave time)

Professional leave helps our organization improve its capacity to serve others. The amount of time spent improving our service capacity, must be balanced with the remaining time available to serve others. An accurate and complete record of professional leave provides valuable information to support the maintenance of a proper balance. While all professional leave time is important, reporting a professional leave event of less than a one-hour block is not necessary.

A series of questions have been developed in an effort to help staff understand when to record paid work time as professional leave,

1. Is the activity on a regularly scheduled workday?
 - If yes, continue to evaluate as a professional leave day, see number 2.
 - If no, you are not scheduled to work so leave time is not an option. The time may be extra time.
2. Does the activity remove you from delivery of your regularly/primary assigned work activities or routine on that day?
 - If yes, continue to evaluate as a professional leave day, see number 3.
 - If no, then the activity is not professional leave.
3. Is the primary purpose of the activity, which removes you from delivery of your assigned work activities, to acquire knowledge or build skills to ensure your ability to deliver the services or meet expectations of your position? *Examples include but are not limited to workshops, training sessions, curriculum work, common assessment scoring, National Board work, and CESA meeting.*
 - If yes, then you are likely engaged in professional learning (staff development). Professional learning is one form of professional leave; see number 7.
 - If no, go to question number 4.
4. Is the primary purpose of the activity, which removes you from delivery of your assigned work activities, to support program/building /district improvement plan activities? This might include being part of an interview team.
 - If yes, your work on the organization's potential to deliver services is a form of professional leave, see number 7.
 - If no, go to question number 5.
5. Does the primary purpose of the activity represent an obligation related to a secondary position you hold with the district, requiring you to take leave from regularly scheduled work in your primary position with the district? *Examples include but are not limited to accompanying students to events such as DECA, FFA, sporting events during the day, state tournament attendance.*
 - If yes, the leave time from your primary position is professional leave, see number 7.
 - If no, go to question number 6.
6. Is there another category of leave (sick, emergency, personal, vacation, etc.) that appropriately describes your being removed from delivery of your regularly assigned work activities on that day?
 - If yes, enter the leave time into Skyward Employee Access/Time Off (ERMA) using the appropriate leave code.
 - If no, your leave is likely of a professional nature. Consult with you immediate supervisor to determine the appropriate leave type.
7. When involved in a professional leave activity, you must submit for professional leave. Submit professional leave in advance of the leave date using Skyward Employee Access/Time Off (ERMA). As necessary, make arrangements for your substitute (AESOP, coordinate with supervisor, etc.)