

## EMPLOYEES

### Series 400

Policy Title Classified Employee Professional Purposes Leave Code No. 414.09

Professional purposes leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the superintendent five days prior to the meeting or conference.

It is within the discretion of the superintendent to grant professional purposes leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operations, or for other reasons deemed relevant by the superintendent.

**Legal Reference:**

Iowa Code § 279.8 (2013).  
281 I.A.C. 12.7.

**Cross Reference:**

411.00 Classified Employees - General  
408.01 Licensed Employee Professional Development

**Approved:** May 13, 2014

**Reviewed:** May 17, 2021

**Revised:** May 13, 2014