

Principals and/or Supervisors may approve either activity or curriculum development leave for the following areas:

Activity Leave:

Activity leave is used by coaches, activity supervisors, classroom teachers, or classified personnel when they are needed to supervise or accompany students away from the school ~~site~~. Leave may be granted for employees traveling with or supervising students at school sponsored events as required as part of their official district duties.

Examples include: athletic events, student performances, field trips or other school sanctioned functions that require adult supervision by district personnel.

1. Employees must submit an Activity Leave Request Form at least five (5) business days before the event.
2. Approval is required from the building administrator and, if necessary, the district office.
3. If a substitute is required, the employee must follow the district's substitute request procedures.

Expectations

Activity leave is subject to administrative approval and may be denied based on staffing needs.

1. Employees using activity leave must ensure their regular duties are covered in their absence.
2. Misuse of activity leave may result in disciplinary action.

If an employee wishes to attend an event not required by their position, personal leave or vacation leave (if applicable) must be used.

Curriculum Development Leave:

Curriculum development leave is used by certificated or classified personnel when they are fulfilling responsibilities directly associated with curriculum development programs under the direction of the district curriculum director. In addition, those employees taking part in district-level strategic planning meetings also qualify for this leave. Other school improvement efforts at the school-level or district-level that require personnel to be away from the building may qualify for curriculum development leave with prior authorization of the curriculum director or superintendent.

Principals and or Supervisors must verify substitute availability prior to approving activity or curriculum development leave.



LEGAL REFERENCE: Idaho Code 33-1216

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