

Section 6: Professional Leave. Teachers may be authorized to be absent without loss of compensation for the purpose of attending professional conferences and workshops that are directly related to their regular school assignments. Teachers may be requested by the building principal to summarize and share the professional activity with others. In connection with such leave:

- a. Teachers shall submit requests to the building administrator fifteen (15) calendar days prior to the beginning of leave.
- b. Teachers will be reimbursed for:
 - 1) Food – Itemized receipts up to:

Breakfast	\$10	Breakfast & Lunch	\$25
Lunch	\$15	Lunch & Dinner	\$35
Dinner	\$20	Breakfast & Dinner	\$30
		Breakfast, Lunch & Dinner	\$45

- 2) Lodging – \$150.00 per day maximum.
- 3) Mileage – IRS recommended rate for conferences held twenty (20) or more miles from the school district. There shall be no reimbursements for travel within a twenty (20) mile radius of the school district. The 2018 mileage rate is \$.545/mile.
- 4) Airfare – Subject to the approval of the building administrator and the Assistant Superintendent prior to taking the leave, and provided that air travel be deemed by those persons to be the most reasonable and appropriate method of transportation. First-class air accommodations are in no circumstances the most reasonable and appropriate method of transportation.
- 5) Registration – Total fees, except when there is an additional fee for credit given.
- 6) “Other” – Other expenses can include tips, parking, tolls, etc.
- c. Itemized receipts must be submitted with all claims for reimbursement, which in no case shall exceed the actual cost of food, transportation, lodging and registration.

We can reimburse tax on airfare, lodging and restaurant food. We can reimburse tips. We do not reimburse for alcoholic beverages, memberships, or tuition-for-credit expenses. We do not reimburse for fuel unless you are driving a corporation-owned vehicle.

- d. Reimbursements for meetings are subject to a maximum established by the Board and will be determined at the time of leave application, and will be considered upon availability of Board funds and the nature of the meetings requested. The maximum reimbursement available for teachers contracted for less than a full contract shall be prorated at the same percentage as the teacher’s contract.

- e. A teacher normally shall be limited to one paid professional leave per school year. Professional leave of any kind shall generally not exceed five (5) days. Thereafter, a written rationale justifying the professional leave shall be submitted by the building principal. No request for leave in excess of five (5) allotted days per year shall be approved without a written rationale from the building principal. The Board may grant leave without pay or reimbursement of expenses when, in its judgement, such leave is justifiable. In the case of a teacher serving as an officer or a member of the Board of Directors of the state or national professional organization directly related to his/her subject area assignment, the teacher should submit a list of meeting dates to the building principal and Assistant Superintendent for approval on or before September 15.
- f. Teachers may participate in meetings and conferences that are directly related to their extra-curricular assignments, but Board expenses for such teacher leaves will be limited to employment of a substitute.
- g. The District may request a teacher's participation in a professional activity (district initiated leave) related to:
 - 1) Curriculum or program development;
 - 2) Special corporation or building goals;
 - 3) A need identified in the teacher's performance evaluation; and
 - 4) Conferences related to co-curricular activities.

Preapproved expenses for district initiated leaves shall be paid in full. Teachers participating in district initiated leaves may be required to submit a Conference Request to the building principal and Assistant Superintendent summarizing the professional activity.

- h. Procedures for Reimbursement:
 - 1) For teacher requested leaves the teacher shall be responsible for making all arrangements and payments for registration, travel and lodging. For district initiated leaves it may be more expedient for arrangements to be made by central office; and
 - 2) In order to receive reimbursement, the teacher shall complete a claim form, including receipts, and turn them in to the central office ten (10) working days prior to the next regularly scheduled Board meeting. Claims must be made within thirty (30) days after the conference. The teacher shall receive approved reimbursement within seven (7) days after the claim is approved by the Board.

Section 7: Sabbatical Leave. To provide opportunities for professional development and improvement, sabbatical leave shall be available to teachers for formal full-time study or research, or for educational travel. Sabbatical leave shall be granted in accordance with the following:

- a. Eligibility—An applicant must possess an Indiana teaching certificate and must have accrued seven (7) consecutive full years of teaching service in the School Corporation, and shall not have received a prior sabbatical leave during the seven (7) years immediately preceding any application.
- b. Application—Application shall be made to the Superintendent for sabbatical leave one (1) year in advance of the requested beginning of such leave. The application shall be accompanied by plans for the use of the sabbatical leave, evidence that the applicant has been accepted into college or university, and an exposition that the plan is potential for increasing the applicant's professional competence, and such other information as may be appropriate or requested by the Board.
- c. Selection—Upon recommendation by the Superintendent, the Board may grant leave to as many candidates eligible, but in no case shall the number exceed two percent (2%) of the teachers in the School Corporation at the time such leaves are granted.
- d. Compensation—While on sabbatical leave, a teacher shall receive a stipend equal to one-half (1/2) of the scheduled salary in effect at the time such leave was granted. After satisfactory completion of the leave, the stipend shall be paid on a pro-rated basis over the next contract year as an addition to the teacher's regular salary. A teacher shall be entitled to all fringe benefits while on sabbatical leave, as provided for in this Agreement.
- e. General Provisions—A teacher on sabbatical leave may not deviate from the approved plan except with the written permission of the Superintendent. Sabbatical leave will be terminated automatically should the teacher be placed on probationary academic status by the college or university. Any falsification of information by the teacher in application or other reports required as part of this Article may subject the leave to termination by the Board. Upon return from sabbatical leave, the teacher shall be restored to the same or comparable position occupied prior to the leave. Sabbatical leave may not exceed one (1) full year, but may, at Board's option, be granted for less than a full year. Sick leave credits shall not be granted for the period of leave.