

**PROFESSIONAL STAFF LEAVES AND ABSENCES**  
**(Leave for Professional Study)**

- A. Leave for professional study may be granted upon request by the teacher after completion of three (3) consecutive years of service in the Huron Public Schools. Such leave must have written approval of the superintendent of schools.
- B. Leave will be granted only for graduate study beyond the bachelor's degree, and the teacher must have been in summer school for at least one regular term in such a program.
- C. A teacher on leave for professional study will be without pay or monetary benefits, but will have the option of staying with the group insurance plan (GCBC-2 N) at his/her expense.
- D. Professional leave will not exceed one year and will not be less than one college semester.
- E. When the superintendent of schools recommends that a leave has been satisfactorily completed in accordance with the plan set forth, the employee shall receive the same benefits as though he/she had not been on leave.
- F. The leave will be without pay or monetary benefit for the duration of the leave.  
  
In no case will the employee earn any fringe benefits, accrue credit for fringe benefits, or credit on the salary schedule during his/her absence, nor will the employee lose any benefits accrued at the time he/she begins his/her leave of absence. If the employee on leave serves the school system one hundred days, he/she shall gain credit on the salary schedule for a year of service.  
  
Any certified staff member utilizing this leave shall not accrue a year of service toward the longevity stipend, but the leave shall be counted as a consecutive year of service toward the accumulation of years necessary for said longevity stipend.
- G. Upon return from the professional study, the teacher shall be restored to his/her former position. However, if a qualified replacement cannot be acquired prior to June 1, the staff member may still be permitted to leave, but, upon return, will be restored to his/her former position or to a vacant position for which he/she is qualified. Also, the certified staff member may be permitted to withdraw the leave request prior to June 1.

- H. Requests for professional study leave will be submitted to the superintendent by February 1 of the school year. Such requests will be acted upon by the board of education on or before the first day of June of that school year.
  
- I. If more than 2% of the certified personnel apply, a committee comprised of the superintendent, director of instruction, affected building principal, and the HEA president(s) shall determine the staff members to be selected for such leave.