

**PROFESSIONAL STAFF LEAVES AND ABSENCES**  
**(Absence Due to School or Professional Responsibility)**

Absence due to school or professional responsibility must be directly related to the staff member's school position and/or must result in a definite benefit to the school district. When the request is granted, there is no pay deduction.

Any stipends, etc., other than specifically granted to per diem expenses, will be turned over to the school district; however, the employee may choose to surrender his/her regular salary in lieu of the stipend.

The decision to allow or disallow requests for leaves will be at the discretion of the staff member's building principal and/or immediate supervisor and/or superintendent.

Stipends may be used for such things as classroom equipment, etc., but cannot be used to supplement the teacher's regular daily salary.

Any taxes incurred due to the stipend will be reimbursed by the district upon receipt in the business office of proper documentation.