

Upon approval of the superintendent, employees may be granted leave without loss of pay and a substitute provided for the following purposes: attendance at professional meetings, workshops, conferences or seminars sponsored by an educational agency or organization, interschool or intraschool visitation, or other activities deemed appropriate by the district. Requests for such leave shall be made to the superintendent at least five (5) working days in advance of the date of the leave. The employee may be reimbursed for transportation and other reasonable and necessary expenses upon proper claim and verification.

Travel allowance will not be granted for delegates to the Delegate Assembly of the Idaho Education Association or for any activity of the I.E.A. or H.E.A. It will also not be granted to any teachers for any workshop concerning collective bargaining or negotiations.

It is intended that professional leave be limited to two (2) days, other than attendance at such meetings as might be assigned by the district.



**LEGAL REFERENCE:**

Master HEA Agreement

ADOPTED: 9/19/77

AMENDED: 2/12/90, 7/26/90, 2/8/93