



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	ADMINISTRATIVE EMPLOYEES
TITLE:	AUTHORIZED ABSENCE OF ADMINISTRATORS FOR PROFESSIONAL REASONS
ADOPTED:	5/24/17
REVISED:	

338.1- AUTHORIZED ABSENCE OF ADMINISTRATORS FOR PROFESSIONAL REASONS

Section 1. Purpose

This policy shall establish the District's parameters for granting absences for professional reasons for administrative employees.

Section 2. Authority

The Superintendent may release administrators for attendance at professional development and growth activities in accordance with policies established by the Board.

Section 3. Guidelines

- a. The Superintendent may release members of the administrative staff to participate in organized evaluations of schools in other districts. It shall be the responsibility of the Superintendent or designee to see that such releases present no hindrance to the educational program. Since administrative employees shall suffer no loss of salary due to such absences, release shall be granted only within the framework of the budget.
- b. The Superintendent or designee may grant permission to members of the administration to attend professional meetings and conventions and authorize reimbursement for necessary expenses incurred within the framework of the adopted budget.
- c. The Superintendent shall develop a chain of command designating the line of responsibility of the Central Office Administrators when the Superintendent is absent from the school district. At no time shall the entire Executive Council be absent from the District. One staff member shall be available in central offices and the receptionist shall be informed of who is on duty so that calls for assistance may be properly channeled.

Pol. 333

Pol. 302.1

	<p><u>References:</u> Board Policy – 302.1, 333</p> <p><u>Replaces Policies:</u> 2320 2350</p>
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