

Downey Unified School District

CERTIFICATED PERSONNEL

PROFESSIONAL OPPORTUNITY LEAVE

AR 4163

A regular full-time certificated employee may request a professional opportunity leave for a period not to exceed 10 days at the end of the school year under the following conditions:

1. It must be apparent that a true professional growth opportunity exists for the employee and the District and that the leave is necessary in order to take advantage of it.
2. The immediate supervisor must endorse the written request; such signature will indicate his/her concurrence with the request.
3. An adequate substitute must be available.
4. The proposed growth-in-service activity must be directly related to the area of assignment of the employee.
5. Certificated personnel receiving leave shall properly conclude their year's work to the satisfaction of the immediate supervisor before leaving.

For the number of days of approved leave the certificated employee shall receive the difference in his/her pay and that of a substitute, or in the event no substitute is required, the difference shall be the same as if a substitute were required.