

CLARK COUNTY SCHOOL DISTRICT REGULATION

4353

PROFESSIONAL LEAVE: ALL EMPLOYEES

- I. A professional leave of absence without pay may be granted for study or other professional improvement to any employee who has completed two years of satisfactory service with the Clark County School District.
 - A. An employee requesting a professional leave of absence must submit an outline of the full-time planned approved program and a letter of acceptance into the program with the application for professional leave to the appropriate administrator, Human Resources Division at least thirty (30) days prior to the anticipated leave. An approved program shall consist of a minimum of 24 semester hours of graduate credit or 30 semester hours of undergraduate credit.
 - B. The leave may not exceed a period of one (1) year and must be recommended by the appropriate administrator, Human Resources Division.
 - C. If the employee cannot complete the planned program during the period for which the leave was granted, it is the employee's responsibility to so notify the appropriate administrator, Human Resources Division. Upon notification, the leave may be rescinded and the employee may be placed on appropriate leave status, reassigned, or terminated.
 - D. An employee wishing to return to service upon expiration of the professional leave shall file a written request for reassignment to active service with the appropriate administrator, Human Resources Division. The request must be submitted prior to April 1 or at least sixty (60) days before the employee will be available for reassignment.
 - E. When a person is reinstated upon completion of an approved professional leave, the Human Resources Division will return the employee to active service when a vacancy occurs for which the employee is qualified. The district is not obligated to return the individual to the original position held by the employee prior to the leave.
- II. Credit on the appropriate licensed or administrative salary schedule for one year of successful experience shall be granted upon verification of the completion of the approved program for which the leave was granted.

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- III. An employee on an approved professional leave of absence who fails to request reinstatement or who fails to return to the assigned position following expiration of the professional leave may be terminated at the conclusion of the leave since failure of an employee to report is cause for dismissal.
- IV. Twelve-month administrative employees are also eligible for a short-term professional leave of absence without pay for a period not to exceed fifteen (15) working days.

Review Responsibility: Human Resources Division
Adopted: [4354/4954:6/72;6/77]
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