

CLARK COUNTY SCHOOL DISTRICT REGULATION

4356

LEAVE FOR INSTRUCTIONAL OR CONSULTANT SERVICES: ALL EMPLOYEES

- I. An employee may request leave to provide instructional services at an accredited college or university or consultant services to state or federal agencies other than the Clark County School District.
 - A. A request for instructional or consultant services leave must be made by the employee and approval of the request must be obtained whenever the provision of such services falls within the prescribed work year of the employee.
 1. The leave must receive the recommendation of the immediate administrative supervisor and the approval of the appropriate regional superintendent.
 2. Associate superintendents and deputy superintendents requesting such leave must receive the approval of the superintendent.
 3. The request for such leave must be made in a manner consistent with the respective negotiated agreement.
 - B. A written leave request must be submitted to the immediate administrative supervisor at least ten (10) days prior to the first day of anticipated leave.
 1. The request must include a description of the activities to be performed during the leave, the number of days and/or hours that the employee will be absent from the job, and the amount of the honorarium or fee to be received, exclusive of necessary expenses such as travel, lodging, or meals. In the case of full-time employment for one year, the employee must submit a copy of the employment contract stating the full-time status.
 2. The immediate administrative supervisor shall review the request and determine the benefit of the activity to the district.
 3. Leave shall not be recommended which will result in the impairment of any educational program or loss of efficiency to the district.

4. The immediate administrative supervisor shall forward the request with his/her recommendation attached to the associate superintendent, Human Resources Division.
 - a. If the leave is approved, the associate superintendent, Human Resources Division, shall provide written notification of the approval to the employee's immediate administrative supervisor and appropriate regional superintendent.
 - b. If the leave is not approved by the associate superintendent, Human Resources Division, the request will be returned to the employee's immediate administrative supervisor with a written notation of the reason for denial.

- C. When such leave is approved, the associate superintendent, Human Resources Division, shall forward a copy of the approved request with an endorsement to the immediate administrative supervisor. The endorsement shall indicate that the employee will be released and shall specify the employee's salary status during the leave.
 1. If no salary is to be paid to the employee during the period of absence, the immediate administrative supervisor shall enter the employee's absence as non-paid (with or without leave) on the payroll variance.
 2. If there is to be no loss of salary during the employee's absence, the immediate administrative supervisor shall enter the employee's absence as school business without students on the payroll variance.
 - a. The employee shall surrender by personal check made payable to the district all honoraria or other fees received for services performed, exclusive of expenses for travel, food, and lodging. The check shall be given to the immediate administrative supervisor within five (5) working days of the employee's receipt of the honoraria or other fees.
 - b. The immediate administrative supervisor shall transmit the payment to the associate superintendent, Human Resources Division, who shall arrange for placement of the funds in the appropriate account.

- D. An employee on an approved leave for instruction or consultant services who fails to request reinstatement or who fails to return to the assigned position following expiration of the leave of absence may be terminated at the conclusion of the leave since failure of an employee to report for duty is cause for dismissal.

Review Responsibility: Human Resources Division
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