

**PROFESSIONAL GROWTH LEAVES FOR ADMINISTRATORS****2052**

1. Administrators, as defined in Board Policy 2200, employed on a twelve-month basis may, at the end of each six (6) years of service in an administrative level position apply to the Board through the President/Superintendent for a leave of up to three (3) months, including vacation accrual, at no loss of pay.
2. Demands of administrative assignments will determine the feasibility of recommending such leaves. The administrative duties of the person on leave will be handled by other administrative personnel in a manner which will not cause any additional expense to the district. No more than one administrator may be granted a leave at one time.
3. Administrators, when applying for such a leave, shall commit in writing to repayment of all monies beyond any vacation compensation received during the leave should the administrator not return to the district for a period of at least one year.
4. Should an administrator receive an administrative leave and subsequently assume a fulltime teaching assignment, the administrator will be ineligible to apply for an extended professional growth leave prior to serving four (4) years as an instructor.

(Approved: 6/24/74)

(Revised: 9/1/93)