

ADMINISTRATIVE PROCEDURE

ATTENDANCE AT SUMMER SCHOOL FOR REASONS OF PROFESSIONAL GROWTH

4130.11

Procedure No.

July 1, 2013

Date

- I. **PURPOSE:** To arrange time for 11 month and 12 month professional employees to attend Summer School.
- II. **INFORMATION:** These procedures have the intent of assisting employees concerned in scheduling attendance at summer schools by authorizing arrangement of daily work hours where possible, use of annual leave where appropriate, or a combination of the two.
- III. **DEFINITIONS:** The following definitions apply to the content of these Administrative Procedures:
 - A. Twelve-month employee: An employee of the Board of Education who is continuously employed, and who therefore earns 25 days annual leave each year.
 - B. Eleven-month employee: An employee whose annual term of employment is the ten-month teacher contract plus 20 days. Eleven-month employees do not earn annual leave.
- IV. **PROCEDURES:** The following procedures are authorized in arranging for time to attend summer schools:
 - A. Rearrangement of work hours: Absence for part of a work day may be made up by changing the reporting and ending times with the approval of the employee's immediate supervisor.
 - B. Eleven-month employees: Summer work may be scheduled in a manner that would make possible attendance at summer school.
 - C. Twelve-month personnel: may use accumulated annual leave to attend summer school where appropriate. Annual leave may be used in hourly increments when summer school attendance requires absence from regular duties for only portion of a day.
 - D. Annual leave may be accumulated above the normal limit for the excess accumulation for summer school attendance. The prohibition of taking more than 35 days of leave during a year when the employee wishes to attend summer school may be waived with approval of the appropriate Chief Administrator. Unused accumulated annual leave in excess of 25 days at the end of the year may be carried forward for the employee who has been approved to use annual leave to attend summer school. Such leave in excess of the carry-over limit may be used for the express purpose

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of attending summer school. Employees who plan to use annual leave for the purpose of attending summer school should follow the procedures described below:

1. Use of annual leave within the normal limits of accumulation: Submit the regular leave request via Oracle Self-Service and indicate “attendance at summer school” as the reason for leave.
2. Use of “excess” annual leave which has not been credited to the employee’s annual or sick leave balance: Submit the regular leave request via Oracle Self-Service and indicate the number of excess annual leave days which would be used for summer school attendance. Following the summer school session, the employee must provide the appropriate Chief Administrator with a copy of the grade slip or other evidence of attendance at summer school. Upon the written request of the appropriate Chief Administrator, the Division of Human Resources will make the appropriate adjustment to the employee’s annual leave balance.

- V. **RELATED PROCEDURES:** None.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Chief Human Resources Officer and will be updated as necessary.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4130.11, dated July 1, 2005.
- VIII. **EFFECTIVE DATE:** July 1, 2013.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10