

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 340
SECTION: EMPLOYEES
TITLE: **STUDY LEAVE**
DATE ADOPTED: NOVEMBER 2002
DATE LAST REVISED: DECEMBER 2008

STUDY LEAVE

PURPOSE

In the event a school employee must take contracted hours to complete necessary, prescribed course of study to meet required qualifications that he/she must complete the tasks, which are agreed upon by the administration and the Board, and must make documented attempts to make up for time lost.

The employee must maintain a C average in the courses to qualify for the professional development stipend for the study leave taken. If this is not achieved, reimbursement to the school will be required of the employee. If time has been taken from contracted hours, upon the completion of the course, the employee must provide the Board with a documentation of hours and tasks completed for the school as reimbursement.