

Professional Leave (CTA)

Professional Leave - Uncompensated professional leave shall be granted to any employee to engage in activities which will enhance his/her professional qualifications and will contribute to the teaching profession. Such leave shall be granted to any applying employee with one (1) year satisfactory service to the District.

The employee must notify, in writing, the Chief Personnel Officer on or before **May 1** that he/she will be taking Professional Leave for the ensuing year. Professional Leave shall be for a full school year. Exception to this rule may be granted by the administration.

Please remember that along with the letter requesting the professional leave you will also need to submit Form PBSO 1666.

**All applications must be submitted
on or before May 1st**