

SAN DIEGO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

NO. 7148

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CLASSIFICATION PERSONNEL, LEAVES/ABSENCES

EFFECTIVE 12-1-75

SUBJECT SUMMER INSERVICE TRAINING LEAVE

REVISED 3-15-82

A. PURPOSE AND SCOPE:

1. To provide administrative procedures governing summer inservice training leaves for employees wishing to meet residency requirements for earned doctorates.
2. Sabbatical leave for certificated employees is covered in Procedure No. 7150; long-term leave for professional study (all employees) is covered in Procedure No. 7152.

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy; Board minutes, 11-12-75.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to Personnel Administration Department.
2. Eligibility. Eleven- and twelve-month employees for whom substitutes will not be required may apply for summer inservice training leave.
3. Compensation. Leaves will be granted on basis of half salary for time not covered by vacation; at least one-half of total absence must be charged against vacation allowance.
4. Regulations
 - a. Program of study must be of demonstrable mutual benefit to the district and the individual, and must be closely related to an individual's assignment.
 - b. Applications must be endorsed by appropriate division head, and recommended by Assistant to the Superintendent, Personnel Services Division, to superintendent for final approval by Board of Education.
 - c. Upon completion of leave, division head must certify that employee completed required program of study.

D. IMPLEMENTATION:

1. Employee submits letter of application for summer inservice training leave to division head, outlining proposed doctoral program. (Letter must specify vacation dates and dates requested for leave.)

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D. 2. Division Head

a. If employee's plan is approved and no substitute is required, submits letter of application with endorsement to Assistant to the Superintendent, Personnel Services Division.

b. Upon completion of leave, certifies to Personnel Services Division that employee completed required program of study.

3. Assistant to the Superintendent, Personnel Services Division, submits letter of application, (if approved) to superintendent for recommendation to Board of Education for final approval. If request is denied, returns letter to division head.

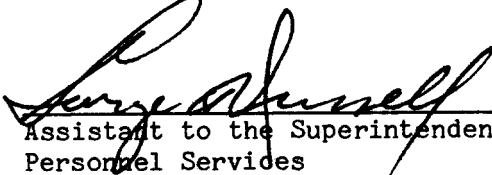
E. FORMS AND AUXILIARY REFERENCES:

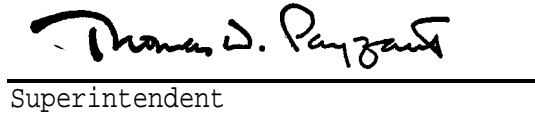
1. Letter of application, provided by employee.

F. REPORTS AND RECORDS:

1. Report of completion of employee's program of study, division head to Personnel Services Division.

G. APPROVED BY:


Assistant to the Superintendent
Personnel Services


Superintendent