

## **Professional Leave Requests**

Professional leave requests are for professional development. Professional development includes classes and trainings that enhance your work done in the classroom.

LCS supports professional development of our teachers; however, funds must be allocated fairly amongst all faculty members, and, hence, we cannot guarantee approval. If a teacher is seeking to be paid for or receive professional day status for this type of absence, professional days must be approved in advance by the Executive Director of Education. Failure to obtain approval in advance can result in a loss of pay and/or being docked PAL day(s).

LCS Policy Adopted August 9, 2012