

~~TRIP AUTHORIZATION  
REQUESTS~~

~~At least one week in advance of an anticipated professional or school business related trip, a trip request must be filed by an employee who plans to be absent from duty on a trip, with or without loss of pay.~~

~~The trip request form may be secured from the office of the principal or department head and must be approved by the principal or department head and the office of the Superintendent before the absence occurs.~~

~~APPROVAL~~

~~In addition to the principal or department head, the following approvals are required:~~

- ~~1. Principals and assistant principals — approval of the appropriate principal leader or associate superintendent.~~
- ~~2. Coaches of athletics — approval of director of athletics.~~
- ~~3. Instrumental and vocal music instructors — approval of director for fine arts.~~
- ~~4. Special education personnel — approval of executive director for special education.~~
- ~~5. Vocational education personnel — approval of executive director for vocational education.~~

**MEETINGS,  
CONFERENCES, AND  
WORKSHOPS**

**PROFESSIONAL PERSONNEL MAY ATTEND AND PARTICIPATE IN MEETINGS, CONFERENCES, AND WORKSHOPS THAT WILL CONTRIBUTE TO THEIR PROFESSIONAL GROWTH AND DEVELOPMENT. [SEE ALSO DMA AND DMC]**

**WHEN ATTENDANCE AT SUCH EVENTS IS RECOMMENDED OR REQUIRED BY THE ADMINISTRATION, THE BOARD, TEA, OR UIL, PERSONNEL MAY ATTEND WITH THE SUPERINTENDENT'S OR DESIGNEE'S APPROVAL. NO SALARY DEDUCTION OR LOSS OF LEAVE SHALL OCCUR WHEN ATTENDANCE IS RECOMMENDED OR REQUIRED.**

**THE SUPERINTENDENT OR DESIGNEE MAY GRANT ADDITIONAL ABSENCES TO AN EMPLOYEE FOR ATTENDANCE AT MEETINGS, CONFERENCES, AND WORKSHOPS THAT ARE OF SPECIAL INTEREST TO THE EMPLOYEE.**

**RELEASE TIME**

**REQUESTS FOR RELEASE TIME WITH PAY TO ATTEND EMPLOYEE ORGANIZATION MEETINGS, OTHER THAN ANY SUCH MEETINGS APPROVED FOR REQUIRED STAFF DEVELOPMENT PURPOSES, SHALL BE CONSIDERED ON A CASE-BY-CASE BASIS. THE RESPONSIBILITY FOR JUSTIFYING THE SCHOOL-RELATED PURPOSE TO BE ACCOMPLISHED**

**BY ATTENDANCE SHALL REST WITH THE EMPLOYEE. APPROVAL SHALL BE GIVEN ONLY IF THE EMPLOYEE IS ON THE PROGRAM, HAS SOME OFFICIAL FUNCTION, OR CAN OBTAIN SPECIFIC INFORMATION RELATED TO HIS OR HER JOB DESCRIPTION THAT WILL ASSIST THE DISTRICT IN IMPROVING THE INSTRUCTIONAL PROGRAM.**

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