

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries: Policy GC**

**Responsible Office: DIVISION OF HUMAN RESOURCES**

### MEETING LEAVE

#### A. PURPOSE

To establish procedures for employee requests for paid leave to attend job-related professional conferences, conventions, short courses and other meetings in order to represent Anne Arundel County Public Schools (AACPS) and/or improve job-related knowledge or skills.

#### B. BACKGROUND

Anne Arundel County Public Schools is committed to maintaining a quality learning environment in which staff and students can develop skills and ideas, acquire knowledge, and engage in creative activities covering a wide range of disciplines and fields. Additionally, AACPS acknowledges the value of having AACPS represented at various professional conferences, and state or regional meetings not sponsored by AACPS.

#### C. PROCEDURES

1. Meeting Leave - An employee absence with pay authorized so that the employee may attend a professional conference, convention, short course, or other meeting not sponsored by AACPS.

2. Units I, II, III, and IV

Employees in Units I, II, III and IV shall be granted Meeting Leave in accordance with the applicable Negotiated Agreements and in the terms set forth in this regulation. This regulation shall be implemented in compliance with the provisions of the applicable negotiated agreements, the provisions of which shall supersede any language that may be inconsistent.

3. Unit V and Unit VI

Employees in Units V and VI shall be granted Meeting Leave in accordance with this administrative regulation.

4. Eligibility - Permanent employees are eligible to request and receive approval for paid Meeting Leave.

5. Length of Meeting Leave - Generally, Meeting Leave is for up to five (5) days. A supervisor may authorize Meeting Leave for a period of time greater than (5) five days if warranted.
6. Written request - Employees must request Meeting Leave and obtain approval in advance from the supervisor by submitting the Leave Authorization form. Approval shall be at the discretion of the Supervisor based upon the nexus to the employee's duties and responsibilities and the needs of the school system at that time.
7. Compensation - Employees absent from work who have received an approval to their request for Meeting Leave shall be paid their regular salary.
8. Conduct - An employee on approved Meeting Leave is held to all standards of conduct as if actively at work, and compliance with all Board of Education policies, regulations, and laws.
9. Program Expenses - Unless prior authorization is obtained, the employee is responsible for expenses related to their Meeting Leave (e.g. conference fee, etc.).

*Regulation History:*            *Developed by Superintendent 09/10/14*  
   *Reviewed by Board of Education 09/10/14*  
   *Issued 09/15/14*

*Note previous regulation history: None*