

## **GCCAE—Certified Staff Professional Development Leave**

### **Certified Development**

Absences due to certified development attendance shall not count against an employee's leave benefits or salary. To attend meetings or conferences, employees must obtain the Administrator's approval prior to the meeting or conference dates.

The following guides will be used in granting released time and/or travel expense:

- Value of the meeting or conference.
- Funds available in the appropriate budgets.
- Availability of a substitute, if one is necessary.

### **Expense Reimbursement**

With prior approval, expenses associated with authorized employee attendance at meetings and conferences may be eligible for compensation in accordance with Policy DKC.