

# Santa Barbara Unified School District

## Administrative Regulation

AR 4361.4

### Management and Confidential Personnel

#### EDUCATIONAL CONFERENCE/MEETINGS

##### Professional Conferences and Meetings

Leave may be granted to employees for attendance at approved professional meetings, conferences, observations, workshops, activities devoted to the improvement of curriculum and instruction without loss of salary. Travel and other expenses may be allowed for this purpose.

Requests to be excused from duty should be submitted to the immediate supervisor at least one week in advance to allow time for consideration of the request.

##### Miscellaneous Conference Leaves

Upon request of the employee, the Superintendent may grant leaves of absence to employees who wish to attend conventions of civic or fraternal groups not connected with education, in which they hold membership. Full salary deductions shall be made for days of such leave or employee may use vacation days.

##### *Legal Reference:*

##### EDUCATION CODE

*44966-44973 Leaves of absence for study or travel*

SANTA BARBARA UNIFIED SCHOOL DISTRICT  
Santa Barbara, California      January 26, 2010