

## **Instructional Staff Training, Workshops and Conferences**

A teacher requesting a leave for the purpose of attending a workshop or seminar for professional advancement in excess of two weeks shall make a request for instructional Staff Educational Leave pursuant to policy GCC. Requests for such leaves for less than two weeks shall be made in writing to the superintendent and he or she shall approve or disapprove such request not later than one week after such request is submitted.

August, 2000

CROSS REF.:

*Administrative Policy:*

GCC, Instructional Staff Leave of Absence