

STAFF DEVELOPMENT      Staff development activities will be conducted throughout the school year, in accordance with the schedule established by the District.

Attendance at designated staff development activities is mandatory. Failure to attend designated staff development activities may result in deductions from an employee's pay unless the employee has an approved absence, the employee is on leave status in accordance with DEC(LOCAL), or the employee has earned a staff development compensatory day with approval from the *Superintendent designee*.

EQUIVALENCY              A list of approved activities for a staff development compensatory day will be developed by the District- and campus-level committees and distributed to employees on an annual basis. Changes to this list will be disseminated in a timely manner.

Staff development compensatory days may be earned on weekends, holidays, summer vacation (pre-contract days), or other non-instructional time; however, compensatory days accumulated from August 1 through July 31 must be used as determined by the Superintendent designee during the school year in which the days or hours were earned.

Administrators, teachers, and paraprofessional employees who wish to use a staff development compensatory day must notify the *Superintendent designee* for approval at least ten District business days prior to the staff development compensatory day.

To be excused from a designated staff development activity, the employee must:

1. Submit the Request for Staff Development Compensatory Credit form no less than ten days prior to the scheduled staff development activity; and
2. Have attended a staff development activity that is at least equal to the same number of (*days*) (*hours*) of the (*District*) (*campus*) staff activity he or she wishes to be excused from.