

# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7630

PAGE: 1 OF 3

CATEGORY: **Personnel, Management/Supervisory/  
Confidential/Program Specialist Staff**

EFFECTIVE: **2-01-78**

REVISED: **7-05-2002**

SUBJECT: **Release Time for Professional and Personal  
Improvement**

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## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the requesting and recording of released time for professional and personal improvement.
2. This procedure applies to employees on *management, supervisory, confidential, and program specialist* salary schedules.

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1160, I-2470.
2. **Board Policy.** A management, supervisory, confidential, or program specialist employee is granted not more than four days of released time during his/her regularly assigned work year (exclusive of summer school and intersession) for purposes of professional and personal improvement. These purposes include developmental activities relating to integration, human relations, management skills, collective negotiations and contract administration, and other professional and personal developmental activities. Substitute coverage will be provided where necessary, primarily for elementary school principals. Including any carry-over days (C.2.b.), an employee is permitted to take a maximum of six days of released time in any one year.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
2. **Limitations**
  - a. Released time referred to in this procedure is not related to official district-sponsored activities; therefore, no district reimbursement for expenses of any kind will be provided, and district liability insurance and worker's compensation insurance will not be in effect.

SUBJECT: **Released Time for Professional and Personal Improvement**

NO: **7630**

PAGE: **2 OF 3**

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- b. An employee may never have more than the four new professional and personal improvement days plus two carry-overs for a total maximum of six days. The days may be taken only during periods of active employment within the employee's regularly assigned work year and must be taken in increments of not less than four hours (one-half day).
- c. Advance approval of the employee's supervisor is required for released-time absence.

#### **D. IMPLEMENTATION**

1. **Management, supervisory, confidential or program specialist employee** completes "Released Time Request, Professional and Personal Improvement" form (E.1.) and submits to supervisor.
2. **Supervisor** approves absence when appropriate.
3. **Time Recording Secretary**
  - a. Sends one copy of approved released time request to employee and retains one copy for reference; distributes third copy as instructed by principal, department head, or division head.
  - b. Enters information on official time sheet using letter "P" and number of hours; summarizes hours under column titled "other paid absence" and enters explanation in "remarks" column of time sheet.
  - c. Retains request forms at school or department site for reference (does *not* submit with time sheet).
4. **Division or department head** places request, when necessary, with Human Resource Services Division for substitute for absent management, supervisory, confidential, or program specialist employee.

#### **E. FORMS AND AUXILIARY REFERENCES**

1. Released Time Request, Professional and Personal Improvement, Stock Item 22-R-1998
2. Personnel/Payroll Handbook

SUBJECT: **Released Time for Professional and Personal  
Improvement**

NO: **7630**

PAGE: **3 OF 3**

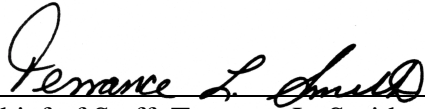
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**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education