

## LEAVE OF ABSENCE

### SPEAKING ENGAGEMENTS OUTSIDE THE DISTRICT

Employees may be allowed to speak at functions outside the school district on topics pertaining to their work assignment or related topics.

Written requests for permission to speak at outside functions shall be submitted to the building principal and forwarded to the Superintendent for approval. Such requests shall contain the following information: a copy of a written request by the sponsoring organization for the individual to speak, a listing of the dates of the presentation, and the actual contract for the speaking engagement.

#### Time Constraints

The following time constraints will apply in granting speaking requests:

1. The building principal and the superintendent may approve up to four cumulative days per academic year for speaking engagements.
2. Any requests that go beyond four cumulative days per academic year shall require Board of Education approval.

#### Honorariums

Employees shall turn over to the district all honorariums or forfeit pay for the time they are absent. No expenses may be charged to the district when an employee speaks outside the district.