

Administrative Professional Leave Procedure:

Each administrator who is out of the Omaha Metropolitan area for one half day or more due to job related duties must adhere to the following:

1. Receive prior approval from his/her direct supervisor.
2. Record the activity as professional leave in SubFinder prior to or on the day of the leave.

The Superintendent or designee may make special arrangements for reporting professional leave for administrators whose job requires them to routinely travel outside the metro area (example: District's legislative liaison).

Supervisors will be expected to monitor the leave reports of all administrators and other employees they supervise on a timely basis. Reports through SubFinder and can be accessed by any Sub Remote operator.