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**INFORMATION**

Office of the Chief Operating Officer  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

July 2, 2014

MEMORANDUM

To: All Administrators, Supervisors, and Supporting Services Employees

From: Larry A. Bowers, Chief Operating Officer 

Subject: INFORMATION—Procedures for Professional Leave for Support Professionals

The purpose of this memorandum is to clarify procedures for processing support staff requests for professional leave. Professional leave is approved leave to participate in professional activities that benefit Montgomery County Public Schools (MCPS) and the employee's professional growth. These activities are not part of the employee's regular job duties and occur outside the workplace. For an employee to participate in an activity, professional leave must be requested for approval. If professional leave is approved and a substitute is required, the funding source for the substitute must be identified.

**Process for Support Professionals**

MCPS is committed to investing in the professional growth of its support professionals. Despite current budgetary constraints, every effort should be made to allow support professionals to attend training whenever the program and budget permit. Each request needs to be evaluated on its own merits. The following guidance should clarify the administration of professional leave as it relates to support professionals:

- MCPS provides training for support professionals aligned with the core competencies identified in the Supporting Services Professional Growth System. These professional development opportunities occur during the work day.
- Training opportunities for support professionals are posted on the Professional Development Online (PDO) system and interested support professionals must register for training on PDO.

- Support professionals who wish to attend training must request approval from their supervisors/administrators before attending training by completing MCPS Form 430-94: *Professional Leave*.
- If a substitute is required for the support professional to be out of the building, as is the case for special education paraeducators, the individual must work with his/her administrator to identify the source of funding for the substitute.
- If the supervisor/administrator approves leave for a support professional to attend training, this time is noted on the timesheet as professional leave, and MCPS Form 430-94: *Professional Leave* must be attached to the timesheet.
- If a support professional has registered for a class on PDO and his/her request for professional leave is denied, the support professional must withdraw from the training in PDO so that another support professional may register.

### Questions

- Questions regarding the use of professional leave should be addressed to Mrs. Jackie E. Butt, senior specialist, leave and workers' compensation, at 301-517-8100 or via e-mail.
- Questions regarding funding of substitutes should be addressed to Ms. Nicola Diamond, executive director to the chief operating officer, at 301-279-3463 or via e-mail.

LAB:lsh

### Copy to:

Executive Staff  
Mrs. Butt  
Mr. Damas  
Mrs. DeGraba  
Dr. Steinberg  
Mrs. Cuttitta  
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