

**PROFESSIONAL LEAVES OF ABSENCE**

- I. Exchange teaching
  - A. The Board of Education, upon the recommendation of the superintendent of schools, may grant a leave of absence of not more than two consecutive semesters for exchange teaching.
  - B. The applicant shall submit and have approved in advance by the superintendent of schools a plan for an exchange of teaching services which will show the benefit to both the applicant and to the school system. A final report shall be filed with the superintendent of schools upon return from leave of absence for exchange teaching.
  - C. The number of persons on exchange shall be limited each year to not more than one percent of the total instructional employees.
  - D. Exchange privileges shall be given on the basis of:
    - 1. Date of applications
    - 2. Personality of individual
    - 3. Teaching proficiency
    - 4. Seniority
    - 5. Consent of administrator affected by the exchange
  - E. An employee, while engaged in an exchange of teaching services, shall be paid the same salary as they would have received were they carrying their regular assignment. Salary shall be paid at the same time and under the same conditions as for other employees.
  - F. An employee, upon completion of an exchange of teaching assignment, shall agree to return to the service of the Board of Education and to continue in such service for a period of at least one year.
  - G. An employee, upon return from an exchange of teaching services, shall be assigned to their former teaching position or to a position of comparable status.

**EXCHANGE TEACHERS**

In the case of any teacher coming to the Pattonville School District on an exchange basis, the rules and regulations relative to appointment procedure and qualifications may be waived by the superintendent of schools, within the limitations of law and subject to approval by the Board of Education.

Adopted: June 8, 1982

Revised: October 22, 2002