

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 3

**Date:** 7/29/91

**Page:** 1 of 1

**Reference:** PUSD/PFT Agreement;  
EC 44611, 12, 13, 14

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.2 CERTIFICATED PERSONNEL**

**4.236 GENERAL LEAVE**

---

**SECTION 4.236.1 General Leave – Exchange Teacher Procedure**

One year of exchange teaching or service as an officer of the exclusive representative will be considered to equal one year of teaching within the District, for salary determination, upon return to employment.

Participation in the Exchange Teaching Program shall not exceed one percent of the certificated staff each year.

Certificated personnel wishing to participate in the Exchange Teaching Program should file an application with the State Department of Education including a plan of study for the proposed year(s) of service in a foreign country.

Upon approval from the State Department of Education, certificated personnel shall then file form P-2 (Request for Leave of Absence) for approval by the Governing Board to participate in the program for a one or two year period.