



**Teacher Absence to Conduct In-service**

The Park West School Division authorizes the Superintendent/CEO or his/her designate to approve the absence of a teacher or administrator to conduct in-service sessions outside the division, on the condition that all costs incurred by the Park West School Division for any necessary substitute teacher services shall be reimbursed by the partnering school division. (This may be waved in special circumstances at the discretion of the Superintendent/CEO)