

**PROFESSIONAL LEAVE REQUEST**  
 (This form must be complete or it will be returned)  
 ~ Directions on Reverse ~

Name \_\_\_\_\_ School \_\_\_\_\_

Date(s) requested for leave \_\_\_\_\_

Reason for request:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Fund Type:
- Title II-A (Teacher Quality)
  - VI-B
  - Title I
  - Building
  - Association Sub fund code – District Wide
  - Delegate Assembly Sub fund code – District Wide
  - Other \_\_\_\_\_

**\*\*\*Please Note:** A requisition must be attached for any costs other than mileage or substitutes.

Registration	\$ _____	Fund Code _____
Mileage	\$ _____	Fund Code _____
Meals	\$ _____	Fund Code _____
Lodging	\$ _____	Fund Code _____
Airfare	\$ _____	Fund Code _____
Substitute	\$ _____	Fund Code _____
Other	\$ _____	Fund Code _____

Total Funds requested for leave: \_\_\_\_\_

\_\_\_\_\_  
 Date Submitted

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Principal's Initials

**If the total request is more than \$200, please identify how the workshop / conference information will be utilized in the school district.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Fund Director

\_\_\_\_\_  
 Business Office

\_\_\_\_\_  
 Professional Dev Coord.

\_\_\_\_\_  
 A/P

## Procedure to complete the Leave Request:

Make sure the form is filled out completely, or it will be returned to your school.

- Type of fund must be checked.
- All costs and fund codes MUST be on Leave Request, and totaled. Enter a 0 where no cost applies.
- Must be signed by employee and initialed by supervisor
- A requisition must accompany the request if there are costs. The requisition(s) must be filled out complete.
- If the cost is more than \$200.00, please identify how the workshop/conference will be utilized in the school district.
- Send the leave request with completed requisition (if needed) to District office for authorization.

### NOTE:

1. A requisition MUST accompany the request (with the exception of a substitute or mileage - mileage must be turned in on a Travel Expense Sheet with any other travel expense receipts attached.) This will be done at the building level.
  - a. If you are not sure who each vendor will be, you can send a requisition in to a “misc” vendor. List each expense with the fund code under description. If you know who the vendor is you can still do one (1) requisition for misc. but add the vendor with the cost and fund code.
  - b. The total of the requisition should be the same as your leave request less the substitute and mileage cost.
  - c. You may send a requisition in for each vendor if you know who the vendor is.
2. If you do not know what the fund code is, you will need to check with your supervisor or the person funding your leave. Do not send in without a fund code.
3. Association leaves must be submitted to the Superintendent of Schools at least ten (10) days prior to the meetings.
4. The board shall have the authority to grant professional leave, which involves more than two (2) days.
  - a. Requests must be submitted to the principal and/or Superintendent at **least one (1) week in advance** of the first day of requested leave and,
  - b. To the Board no later than the nearest Board meeting preceding the first day of requested leave.
5. If you do not receive the request back stamped “approved”, do not make arrangements to go on the leave or you may be responsible for all costs. (Call the District Office for verification of approval if you have not received a copy of the approved leave request.)