

COMPLETION OF THE PROFESSIONAL LEAVE REQUEST FORM



- ALL parts of the form must be completed! Complete **all** information requested and **do not** use acronyms of organizational names. **THIS INCLUDES** the “Expenses to be paid out of:” section. **We must have this information to determine approval.**
- **If a substitute is being requested.** Please follow the protocol of entering the absence into the attendance system and request a substitute.
- Please be sure to fill out travel expense estimates (GSA: <https://www.gsa.gov/travel/plan-book/per-diem-rates>)
- Request should be submitted 30 days in advance, unless extenuating circumstances.

WHEN DO YOU NEED PROFESSIONAL LEAVE?

Use this quick checklist to determine if you need to submit a Professional Leave Request Form:

1. If you are a teacher, certified administrator, or a classified staff, and you are attending a meeting/professional development out of district/state, you **MUST have approved Professional Leave**. No Exceptions!
2. If you are a teacher, certified administrator, or classified staff and you are requesting reimbursement, you **MUST have approved Professional Leave**. No Exceptions!
3. If you are a teacher, and you are requesting a substitute, you **MUST have approved Professional Leave** (it doesn't matter who is paying for the sub). No Exceptions!
4. NOTE: **Regularly scheduled SCS meetings do not require Professional Leave.**

PLEASE NOTE THE FOLLOWING INFORMATION:

Professional Leave Forms must be submitted no less than two weeks prior to the leave dates. Requests received less than two weeks before will be denied unless verified, extenuating circumstances exist. Dates must include travel dates, if applicable.

Professional Leave Requests will not be approved after the date of the meeting or conference. This means you will not be reimbursed or receive credit hours. Forms must be turned in and approved before the date of the meeting or conference.

Requests for professional leave to attend an event in Alaska, Hawaii or out of the country must include a detailed description of the benefit to the district/school and enhancement of the employee's position/experience, to be approved.

Professional Development/Conference Request Form

Name: _____

Date: _____

Conference Title or reason for leave: _____
(attach flyer/Information)

Date(s) of Leave: _____

Is there another offering or a similar offering of the training closer? _____

Travel Estimates:

Substitute Days needed:	
Registration Amount	
Mileage/Fight	
Meals	
Lodging	
Other	
Total Request	

Please describe below how the professional development you received will benefit instruction and how you will communicate the information to your colleagues.

Projected date when communication will occur with colleagues: _____

Teachers and other staff that will receive communication: _____

Signature Employee _____ Date _____

Signature Principal/Supervisor _____ Date _____

School Official use:

Funding Source: _____ Title 1 _____ General _____ Grant: _____

_____ Special Education _____ Other: _____

Professional Development Approved: _____ Yes _____ No

If no reason: _____

Signature Superintendent _____ Date _____

Completed Forms sent to:

Staff Member Requesting Leave: _____

Principal/Supervisor: _____

Superintendent: _____

Business Manager: _____

***Copy should be placed in the personnel file: _____**