



REQUEST FOR PROFESSIONAL LEAVE/SCHOOL BUSINESS/COMMUNITY SERVICE LEAVE

Name of Person Completing Form: [ ]

Phone Number [ ]

Email Address [ ]

Fax Number [ ]

Administrator/Protech

Certified

ESP (Classified)

Employee's Name [ ]

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

School or Location [ ]

I hereby request a leave of absence for the length of time indicated below:

Working Days (With Pay)

From: [ ]  
Date

To: [ ] (inclusive)  
Date

Non-Working Days (but requesting funds)

From: [ ]  
Date

To: [ ] (inclusive)  
Date

**(Please Note: Time and Attendance Reports MUST show approved leaves using the appropriate codes. AESOP Codes and timecard online codes should match.)**

Will a substitute teacher be required? [ ]

If yes, indicate number of days [ ]

School/Department/Grant to be Charged for Sub [ ]

Absence/Vacancy Code [ ]

Account Number to be Charged for Sub [ ]

If district funds (General Funds, Grant Funds, Activity Funds, etc.) are requested, please mark the appropriate box(es) below and show the amount requested. If funds are not requested, mark "None" in the "Total Requested" section. Travel and Per Diem amounts should conform to amounts stated in Administrative Regulation 4133. **Hotel Rates must not exceed GSA allowable rates. GSA rate will be determined.**

Travel [ ]  Per Diem [ ]  Car Rental [ ]  Hotel [ ]

Mileage [ ]  Other [ ] Explain [ ]

Total Requested [ ]

Have Funds Been Budgeted? [ ]

If yes, indicate Account Number to be charged: [ ]

Registration [ ] Have Funds Been Budgeted? [ ]

If yes, indicate Account Number to be charged: [ ]

Reason for Leave: [ ]

Location of Event/Seminar (Address/City/State): [ ]

Approvals: Principal/Supervisor \_\_\_\_\_ Date: \_\_\_\_\_  
Program Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

## PROFESSIONAL LEAVE CRITERIA

Following are guidelines that employees should consider before applying for professional leave, and for principals and supervisors to consider before recommending approval of professional leave.

1. The professional activity attended will be of direct value to the District (please explain).
2. District representation at a national, regional, or local conference will result in direct benefit to the District (please explain).
3. District personnel who are officers in national, state, regional or local educational organization, or in community service organizations if community service leave is requested.
4. District personnel who are requested by the Governor of the State or by the State Department of Education to attend a professional activity.
5. Attendance of District personnel at the professional activity is legally within the applicable State laws and does not conflict with policies and regulations of the District.
6. Professional organization conducting the activity shall pay the cost of travel, per diem, registration, substitute teacher, and other expenses, or a part thereof, whenever possible and reasonable.
7. Attendance of District personnel at the activity does not unduly interfere with the employee's main job responsibilities.
8. Consideration shall be given to any problems that might occur in obtaining adequate substitute teachers needed to replace District employees leaving their jobs to attend a professional activity.
9. The information gained from attendance will be made available to other District personnel.
10. Professional leave shall not be requested during the first two or last two (2) weeks of the school year except in extenuating circumstances.

## INSTRUCTIONS FOR USE OF THIS FORM

1. Employee completes the appropriate sections of the form and forwards to his/her principal or supervisor, and/or program or grant coordinator.
2. The principal, supervisor, and/or grant coordinator approves or disapproves the request.
3. Follow the Business Office directions on per diem (see back of Per Diem Form AP-F002).

## **PLEASE NOTE**

Time and Attendance Reports **must show** approved leaves **using the appropriate codes**.

Specific provisions regarding the various leaves are contained in the Negotiated Agreement or the Administrative Regulations.