

# REQUEST FOR PROFESSIONAL LEAVE

*(Includes leave for all Extra-Curricular events and field trips.)*

Please complete this form and submit it to your building Principal for consideration. Requests approved by the Principal will be forwarded to the Curriculum Director for final consideration. Application for Professional Leave should be made at least one week in advance of the expected absence, earlier if possible. Professional leave forms are required for all workshops, conferences, athletic events, field trips or committee meetings when you will be absent from the classroom. This form should be completed whenever district funds will be expended.

Name: \_\_\_\_\_

Conference Name & Destination  
(be specific): \_\_\_\_\_

(Is this an Athletic Event? Yes / No) (Field Trip? Yes / No)

Professional Development initiated by:  
*(Check one)*

Curriculum Director	
Building Administrator	
Teacher	

Dates: \_\_\_\_\_

Substitute Needed

*Specify periods or All day:* \_\_\_\_\_

Additional coverage needed:

*(Detention, Lunch Supervision):* \_\_\_\_\_

(Do not include any period(s) that students will be with you, and so indicate if applicable)



**Please show estimated expenses below:**

Mileage @ 0.45 per mile: \_\_\_\_\_ **(ONLY IF DISTRICT VEHICLE NOT AVAILABLE)**  
 Lodging: \_\_\_\_\_  
 Meals @ \$30 p/day, Max. \_\_\_\_\_ **(Do not use District Credit card for meals)**  
 Registration: \_\_\_\_\_  
 Other: \_\_\_\_\_

The District will pay your expenses as listed above. All reimbursable expenses (food and lodging) must be listed on the Expense Voucher form, which should be accompanied by receipts.

**Employee Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Curriculum Director

***Please note: A written or oral summary should be given to the building principal within two weeks of participation in a conference or workshop.***

For Office Use Only:

Budget Code – Sub \_\_\_\_\_

Budget Code – Registrations: \_\_\_\_\_

Budget Code – Travel: \_\_\_\_\_