

**Professional Learning
Leave Form Protocol
2014-2015**

1. Leave form which can be found on our system webpage under School System Forms must be completely filled out to include:

Comprehensive activity description
Activity purpose
Estimated date of redelivery
Location
Date of workshop
Initiator of Request

Estimated expenses to include: miles – taxi – car rental – airfare - baggage costs – parking – meals (see reverse side of form for allowable meals) hotel – registration

2. Attachments with professional leave form

Registration Form

1. In some instances, you must register online. If so, attach the registration confirmation to the leave form.
2. If it is a paper registration, fill out the registration completely and attach it to the leave form. We will fax the information to the vendor with the purchase order.

DO not send in the leave form without the registration confirmation or paper registration.
We will return the leave form.

Agenda for the event

1. You must attach the agenda or a description of the workshop to the professional leave.

3. Leave form must be signed by immediate supervisor/principal.

- ✓ Leave form is sent to Paula Rufus to verify fund availability, ensure alignment with School Improvement Plan and to approve.
- ✓ The form will be returned to the school either approved or not approved. **YOU SHOULD NOT ATTEND THE WORKSHOP/ CONFERENCE UNLESS YOU HAVE AN APPROVED LEAVE FORM.** We cannot reimburse for professional leave that has not been preapproved.
- ✓ Professional leave forms must be turned in to the central office a minimum of 5 days prior to the workshop/conference.

4. Reimbursement Forms

If you are requesting reimbursement, the form, which can be found on our school system webpage under School System Forms, must be **fully** completed. Incomplete forms will be returned to you.

5. Timeline for Reimbursement Forms

You have 30 days from the time you return to complete a reimbursement form. If you do not meet this deadline, your request will be denied.