



## PROFESSIONAL DEVELOPMENT LEAVE FORM

*(REQUIRED WHEN REQUESTING LEAVE FROM ASSIGNED POSITION FOR PROFESSIONAL DEVELOPMENT)*

DATE: \_\_\_\_\_ Employee Number: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ ASSIGNMENT: \_\_\_\_\_

**TO: SCHOOL BOARD OFFICE/PAYROLL**

*Permission is requested for a professional development leave of absence as set out below:*

TITLE OF ACTIVITY/SPONSOR: \_\_\_\_\_

LOCATION/DATE: \_\_\_\_\_

LEAVE DATES REQUESTED: \_\_\_\_\_

DESCRIBE ACTIVITY: \_\_\_\_\_

<p><b>EXPENSES:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">REGISTRATION</td> <td style="width: 5%;">\$</td> <td style="width: 25%;">_____</td> </tr> <tr> <td>TRANSPORTATION</td> <td>\$</td> <td>_____</td> </tr> <tr> <td>ACCOMMODATION</td> <td>\$</td> <td>_____</td> </tr> <tr> <td>MEALS</td> <td>\$</td> <td>_____</td> </tr> <tr> <td>OTHER</td> <td>\$</td> <td>_____</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td><b>\$</b></td> <td>_____</td> </tr> </table>	REGISTRATION	\$	_____	TRANSPORTATION	\$	_____	ACCOMMODATION	\$	_____	MEALS	\$	_____	OTHER	\$	_____	<b>TOTAL</b>	<b>\$</b>	_____	<p><b>SUB REQUIRED?</b>    <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>DATE(S) SUB REQUIRED: _____</p> <p>_____ Applicant Signature</p> <p>Charge to: _____ (Pro-D account or general ledger number)</p>
REGISTRATION	\$	_____																	
TRANSPORTATION	\$	_____																	
ACCOMMODATION	\$	_____																	
MEALS	\$	_____																	
OTHER	\$	_____																	
<b>TOTAL</b>	<b>\$</b>	_____																	
<p><b>PRDTU:</b></p> <p>_____ PRO-D Rep Approval</p> <p>_____ Principal Acknowledgment</p>	<p><b>ALL OTHER EMPLOYEES (NOT PRDTU):</b></p> <p>_____ Supervisor Approval</p>																		

<b>DISTRICT OFFICE USE</b>	
<p><b>APPROVAL GRANTED:</b>    <input type="checkbox"/> YES    <input type="checkbox"/> NO</p>	<p>EMPLOYEE NO.: _____</p>
<p>NOTES:</p> <p>_____</p>	
<p>_____ SUPERINTENDENT OF SCHOOLS OR DESIGNATE</p>	

**NOTE: PLEASE NOTIFY SCHOOL BOARD (624-6717) IF YOU CANCEL OR DO NOT ATTEND YOUR APPROVED ACTIVITY**

*A COPY OF THE APPROVED FORM WILL BE RETURNED TO THE APPLICANT*