



PROFESSIONAL LEAVE REQUEST FORM

Township Public Schools

1. **Must be submitted 60 days prior to event.**
2. *Attach separate page of back-up documentation on event, dates, and costs for approval at PWS/Regular BOE meeting.*
3. *Process a purchase requisition for the registration and attach to and submit with the professional leave.
* Note the Board meeting date.*
4. *After approval of Professional Day, call for a Substitute if required: **FOLLOW AESOP PROCEDURES***
5. *Submit a Summary Report to your Supervisor, after the workshop.*
6. *Prepare Turnkey presentation for staff where applicable.*

Date of Application _____ Date(s) of Trip: _____

Staff Member's Name: _____ District Location: _____

Assignment: (Course/Grade Level)/Position: _____

Description of Event: _____

Location of Event: _____

Approximate Costs: (please check if it was necessary for EMPLOYEE to PRE-PAY)

Registration: _____ Charge to Account #: _____ Total _____

Mileage: _____ Tolls: _____ Mass Transit: _____ Charge to Account #: _____
Total _____

Lodging: _____ Meals: _____ Misc/Parking/etc: _____ Charge to Account #: _____
Total _____

Total Costs: \$ _____

Employee's Signature _____ *Substitute Required Yes No

_____ *Leave approved; No subs available on date(s) requested. Provide Internal Coverage

Approvals/Signatures:

Principal: _____ Dated: _____

Director: _____ Dated: _____

Superintendent/Assistant Superintendent: _____ Dated: _____

Approved at BOE Meeting: _____ Date: _____ Denied: _____

Reason for Non-approval: _____

This form is available on the District Website under Resources; Staff Resources
Please keep a copy of this form for your records before submitting!!!