



HSD Executive Assistant's – Professional Growth Day Stipend Form

As described in Executive Assistants **Salary Schedule**, Executive Assistants are eligible for up to \$500.00 annually plus **three days at \$175.00 per day per person, per contract year to cover costs related to approved professional growth activities.**

Professional Growth Day Stipends will be paid following participation in professional growth activities.

FOR PAYMENT OF PROFESSIONAL GROWTH DAY STIPEND: Submit the completed Professional Growth Day Stipend Form to payroll, please attach the HSD Professional Growth Approval Form.

Employee Information	
Employee Name:	
Address:	
Name of Supervisor:	
Work Phone Number:	ID Number:

Professional Growth Activity
Description:
Location:
Date:

Professional Growth Day(s)		
DATE - Full Day (8 hours)	@ \$175.00 ea.	Total
DATE - Half Day (4 hours)	@ \$87.50 ea.	Total
Total		\$

I HEREBY certify that this is a true and correct claim for Professional Growth Day activities.	
<i>SIGNATURE OF APPLICANT</i>	Date:
<i>Supervisor's Signature:</i>	Date:
<i>Budget Approval:</i>	Date:
Budget Number : 0324-(21 or 31) - 81-5722	

SUBMIT TO PAYROLL FOR PAYMENT