

# ADDENDUM F - PROFESSIONAL LEAVE REQUEST FORM

**PROF**

Name of Teacher or Employee \_\_\_\_\_

Meeting Date(s) \_\_\_\_\_ Total Days \_\_\_\_\_

Meeting and Location \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

If the leave requested is for Athletic Department purposes, the Athletic Director must sign first, then submit to the Building Principal, who will submit to the Superintendent. Copies will be made and sent to the Treasurer, Supervisor, and Employee.

\_\_\_\_\_  
Athletic Director's Signature, if applicable Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature Date \_\_\_\_\_

Approved       Denied      Comments \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature Date \_\_\_\_\_

Complete **BEFORE** submitting Professional Leave Request Form. List estimated expenses to be paid by participant and reimbursed by the Board of Education after meeting occurs. This includes participant paying registration fee and completing purchase order in advance for reimbursement.

Transportation: _____ miles @ _____ IRS rate		_____
Lodging: _____ Max \$135 per night		_____
Meals: _____ Max \$50 per day		_____
Parking Fee		_____
Registration Fee		_____
Total		_____

To be completed **AFTER** returning from meeting. List actual expenses incurred and paid by participant to be reimbursed by the Board of Education. Return a copy of the whole page to building secretary with itemized receipts attached.

Transportation: _____ miles @ _____ IRS rate		_____
Lodging: _____ Max \$135 per night		_____
Meals: _____ Max \$50 per day		_____
Parking Fee		_____
Registration Fee		_____
Total		_____

\_\_\_\_\_  
Signature of Employee

F. Professional Leave

1. At the discretion of the Superintendent, professional leave days may be granted for the purpose of attending professional meetings in connection with extra-curricular or instructional duties.
2. When granted, teachers will be reimbursed for actual expenses incurred subject to the maximums set forth below.
  - a) Travel – Mileage reimbursement at the prevailing IRS rate for round trip mileage or air coach rate, whichever is approved.
  - b) Housing – Not to exceed \$135.00 per night. Amounts in excess of this amount must be approved by Building Principal and Superintendent. Teachers are encouraged to share accommodations whenever possible.
  - c) Meals – Not to exceed \$50.00 per day.
  - d) Parking fees, as required.
  - e) Registration fees, as required.
3. Application must be made on the approved form and signed by the Principal and Superintendent at least one (1) week in advance of the planned professional leave, unless otherwise waived by the Superintendent. All mileage and professional expenses shall be filed with the Treasurer no later than 30 days following the last date on which the expenses were incurred. The teachers shall include itemized receipts or bills for those expenditures for which reimbursement is requested.

Should the school be closed during the period of a teacher's professional meeting attendance by an "emergency day", as called by the Superintendent, such teacher will not be charged with a professional day, if the teacher is unable to attend the meeting and the Board has paid no money towards that meeting.

Revised 7-1-19