

GROTON BOARD OF EDUCATION, GROTON CT
 EMPLOYEE LEAVE REQUEST (ELR) FORM
 Ver. 2/2024

TYPE OF ABSENCE	Professional Development
DATE FORM SUBMITTED	
EMPLOYEE FULL NAME	
EMPLOYEE POSITION	
SCHOOL	
PRINCIPAL	
DATE OF REQUESTED LEAVE FROM	
DATE OF REQUESTED LEAVE TO	
IS A SUBSTITUTE REQUIRED?	
NAME OF WORKSHOP/TRAINING	
DESCRIBE ACTIVITY IN DETAIL	
WEB LINK TO ACTIVITY DETAILS	
REGISTRATION FEE	
IN STATE MILEAGE	
OUT OF STATE MILEAGE	
LODGING EXPENSE	
LODGING DETAILS	

MEALS EXPENSE	
OTHER EXPENSES: ITEMIZE DESCRIPTIONS & EXPENSES	
FUNDING SOURCE	
APPROVAL STATUS (Initial and date for each when completed)	NEW PRINCIPAL APPROVAL SUPT APPROVAL
APPROVAL NOTES AND ADJUSTMENTS	
AMOUNT PAID	
COMMENTS	
EMPLOYEE DID NOT ATTEND /REASON	