



LOWNDES COUNTY PUBLIC SCHOOLS

Notification of Absence or Request for Professional Leave

| | | |
|---|-------------------------------------|----------|
| NAME | POSITION | LOCATION |
| Please be informed of my intent or request to be absent from work as follows: | | |
| Substitute required: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Type | Dates, Time, Activity and Location+ | |
| Sick Leave | | |
| Annual Leave | | |
| Personal Leave | | |
| Jury/Military Duty <i>(Attach original orders and/or subpoena.)</i> | | |
| Compensatory Time* | | |
| +Professional Leave | | |

Rationale: (Check all that apply)

Competency on PLP _____ Job Related _____ Other _____

(Submit 3 weeks prior to the date(s) and attach workshop information.)

Reimbursement: ☐ Yes ☐ No (Please check **one**.)

If yes, check applicable items **only**. See LCPS Policy Manual File: DIE.

Travel @ 58.5 per mile _____ Per Diem _____

Meals _____ Registration _____

(Registration must be completed by the employee)

FUNDING SOURCE(S) (Title I, Title II, ARI, TIF, CTE, Local, State, IDEA, Head Start, etc.)

FUNDING CODE _____ **(Departmental Head Initials)** _____

I may be reached during this absence. ☐ Yes ☐ No If "yes", write a phone number and/or an address.

Additional Comments:

| | | | |
|-----------------------|------|------------------------|------|
| Signature of Employee | Date | Supervisor's Signature | Date |
|-----------------------|------|------------------------|------|

| | |
|---|---|
| This section is to be completed by CO Staff Only. → | Request: <input type="checkbox"/> Granted <input type="checkbox"/> Denied Reimbursement: <input type="checkbox"/> Granted <input type="checkbox"/> Denied Travel Provision(s): <input type="checkbox"/> Carpool <input type="checkbox"/> Other _____ <div style="text-align: center; margin-top: 10px;"> _____ / _____ Signature of Superintendent Date </div> |
|---|---|

*Note: If reimbursement is **approved**, a claim must be filed within 30 days. A reasonable number of employees shall be expected to travel to and from their assignment in a carpool. (LCPS Policy, File: DIE)*

Revised January 2022