

REQUEST FOR PROFESSIONAL LEAVE

Board requested _____ **Employee requested** _____

NAME _____ **BUILDING** _____

DATE(S) REQUESTED FOR LEAVE _____

DESCRIPTION OF CONFERENCE _____

LOCATION OF CONFERENCE _____

SIGNATURE _____ **DATE** _____

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REQUEST _____ **APPROVED** _____ **DENIED** _____

REASON _____

Principal _____ **Superintendent** _____

NOTE: Professional leave will be granted in accordance with the Eastern Local Master Contract, Section 7.05. The provisions of that section are printed on the bottom of this form.

7.0511 REIMBURSEMENT OF BOARD-REQUESTED PROFESSIONAL LEAVE EXPENSES: The Board shall reimburse a staff member who uses Board-requested professional leave for all actual and necessary expenses.

7.0522 REIMBURSEMENT OF EMPLOYEE-INITIATED PROFESSIONAL LEAVE EXPENSES. The Board may reimburse a staff member who used employee-initiated professional leave for all actual and necessary expenses. Mileage shall be reimbursed up to a maximum of two hundred and fifty (250) miles total (round trip) or its equivalent for travel. The Board may approve mileage reimbursement above the 250 miles or its equivalent at its discretion. Such reimbursement shall not be unreasonably denied and once Board approved, the expenses shall be paid.