

# PROFESSIONAL LEAVE FORM FOR TEACHERS

This form must be completed by any teacher requesting an absence for absence reason "Attend Professional Meeting – No Deduction" (code 80). The form should be sent to Jeri Rudolph in the Department of Human Resources for approval at least ten (10) days prior to the anticipated absence. Please review the guidelines on the back of this form. The teacher and principal must sign this form. A copy of the activities program and/or conference invitation must be attached to this form. Please be sure to complete this form in its entirety.

Teacher Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Date of Absence \_\_\_\_\_

SEMS job number \_\_\_\_\_ Substitute Needed?  Yes  No

If a substitute teacher will be required, what funding source will be used (choose one below)?

School Funds Fund \_\_\_\_\_ Project \_\_\_\_\_ Object \_\_\_\_\_ Function \_\_\_\_\_

Special Project Funds Fund \_\_\_\_\_ Project \_\_\_\_\_ Object \_\_\_\_\_ Function \_\_\_\_\_

District Funds (District funds may be used only if this professional leave falls under guidelines 1-5 listed on the back of this form. Districts funds will **NEVER** cover the cost of a substitute teacher when a teacher is absent for professional development.)

Activity \_\_\_\_\_

If applicable, number of students being chaperoned \_\_\_\_\_

Justification \_\_\_\_\_

Location of Activity \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Principal Signature \_\_\_\_\_

**Human Resources Approval** (This space is for Human Resource's use only.)

Approved

Not Approved

Reason for non approval \_\_\_\_\_

Name & Title \_\_\_\_\_

Signature \_\_\_\_\_

# Professional Leave Guidelines for Teachers

**The following will be utilized in granting professional leave to teachers:**

1. Teachers who are bona fide delegates to TEA will be granted professional leave.
2. Teachers who are accompanying students on authorized field trips will be granted professional leave.
3. Teachers who are representing the school system on Southern Association of NCATE accrediting teams will be granted professional leave.
4. Teachers who serve as President of their professional organization (or his/her representative) will be granted professional leave to represent their organization at their appropriate professional meetings.
5. Teachers who have been asked to represent the school system by making a presentation at a state or national meeting will be granted professional leave.
6. Teachers who are attending professional staff development activities approved by the principal (local school funds required). When a principal approves an activity in this category, he/she must have the funds from internal or external sources available to cover necessary costs.