

Professional Learning Leave Form Protocol

1. Leave form which can be found on our system webpage under School System Forms must be completely filled out to include:

Comprehensive activity description
Activity purpose
Estimated date of redelivery
Location
Date of workshop
Initiator of Request

Estimated expenses to include: miles – taxi – airfare - baggage costs – parking – meals (see reverse side of form for allowable meals) hotel – registration.

Employees must book their own airline ticket and hotel reservations. Employees may be reimbursed for airfare prior to attending the conference, if needed. If employee cancels airline reservation after being reimbursed by the district, the employee must immediately reimburse the district for airfare.

Note: Ride shares such as Uber/Lyft/Taxis are reimbursable for travel to and from airport ONLY.

2. Attachments with professional leave form

Registration Form

1. In some instances, you must register online. If so, attach the registration confirmation to the leave form.
2. If it is a paper registration, fill out the registration completely and attach it to the leave form. We will fax the information to the vendor with the purchase order.

DO not send in the leave form without the registration confirmation or paper registration. *We will return the leave form.*

Agenda for the event

1. You must attach the agenda or a description of the workshop to the professional leave form.

3. Leave form must be signed by immediate supervisor/principal.

- Professional Leave should align with School Improvement or District Improvement Plan.
- ✓ Professional Leave forms must be submitted to the central office a minimum of **5 days prior to the workshop/conference that are considered local (Pioneer RESA, metro-Atlanta, Athens, etc).**
- ✓ Professional Leave forms must be submitted to the central office a minimum of **15 days for out of state travel or travel that is 2 or more hours away.** This type of travel must be approved by district office prior to submitting form.
- ✓ Professional Learning Leave form should be sent to Priscilla Collins upon signed approval of the principal/supervisor.
- ✓ Professional Leave form will be returned to the school either approved or not approved. **YOU SHOULD NOT ATTEND THE WORKSHOP/ CONFERENCE UNLESS YOU HAVE AN APPROVED LEAVE FORM.** We cannot reimburse for professional leave that has not been preapproved.

4. Reimbursement Forms

If you are requesting reimbursement, please list reimbursement amounts on the Professional Leave form. Incomplete forms will be returned to you.

5. Timeline for Reimbursement Forms

You have 30 days from the time you return to complete a reimbursement form. If you do not meet this deadline, your request will be denied.

6. Stipends

Stipends are paid for work that is before or after school hours. Stipends are paid at \$40/hour and capped at \$200/day for certified personnel and \$25/hour or \$100/day for classified personnel.

Revised 8/18