

REQUEST FOR PROFESSIONAL LEAVE
(Revised 12/14/2007)

Professional leave may be granted for the purposed of attending educational meetings, educational seminars, and educational conventions. Prior approval must be obtained from the superintendent two weeks in advance. Compensation for such leave will include regular daily compensation and mileage.

(BCCTA Master Contract)

Date or dates requested for professional leave:

Statement setting forth the reason and necessity for such absence:

Employee's Signature

Date signed

ACTION OF PRINCIPAL _____ Approved _____ Disapproved

_____ TITLE II _____ Prof. Dev. Grants/PL 221

Principal's signature

Date signed

ACTION OF SUPERINTENDENT _____ Approved _____ Disapproved

Superintendent's Signature

Date signed