
SCHOOL YEAR

REQUEST FOR PROFESSIONAL DEVELOPMENT LEAVE

SUBMIT TO PRINCIPAL IN DUPLICATE THIRTY (30) DAYS IN ADVANCE

Provisions governing the use of professional days are detailed in the master contract between the Switzerland County Classroom teachers association and the Board of Education. "Teachers may be granted up to two days with pay for the purpose of visiting other schools or attending educational conferences with the approval of the Principal, Superintendent and School Board." At the time of the approval, the Superintendent or School Board shall approve allowance for reimbursement of travel expense, food and lodging.

Workshops, in-service training and additional training required and recommended by the State Department of Education or meeting required for a teacher or sponsor to fulfill his/her job responsibilities as assigned by contract will not count in the two (2) day limitation. Any and all professional leave days are subject to approval by the building Principal, and Superintendent. Overnight leaves require additional approval by the Board of School Trustees.

I hereby request approval of my application for professional leave for the following date(s): (*check above if overnight*) _____.

Name of Applicant: _____ Date of Application: _____

Grade, Subject or Position: _____ (relevant to leave)

I wish to attend the following professional meeting _____, located at _____ which will improve my value to the Switzerland County School Corporation in this way _____.

Projected Expenses: _____ All costs will be paid by: _____

Employee Signature

Current Number of days teacher has been out for Professional Development Leave.: (not to exceed 2 days in one year): _____

Circle one of the following:

Supervisor's Signature Approved / Disapproved _____
Date

Superintendent's Signature Approved / Disapproved _____
Date

Vote of School Board (*if overnight or longer*) Approved / Disapproved _____
Date