

PUTNAM COUNTY SCHOOLS PROFESSIONAL LEAVE REQUEST FORM

(Must be approved by Level Director at least 10 working days prior to the leave date(s) requested)

Note: Requests received after the 10 day deadline must be accompanied by a letter justifying the delay as an emergency situation. Otherwise, late requests will not receive consideration.

Name: _____ Position: _____

School: _____ Date Submitted: _____

Number of days previously used this school year by this individual: _____
(Limited to a cumulative total of five (5) days for each employee per school year)

Date(s) of Leave Requested: _____

Type/Title Activity: _____

Location of Activity: _____

SUBSTITUTE

____ Yes ____ No

PLEASE CHECK ONE OF THE FOLLOWING:

_____ **School Request**

This professional leave is initiated by the school and approved by the Professional Leave Committee.

(1) Total number of school days allocated..... _____

(2) Total number of school days used prior to this request..... _____

☐ Approved ☐ Denied

Professional Leave Committee Chair

Date

_____ **County Request**

This professional leave is to attend an event initiated or sponsored by the county.

_____ **Director Request**

This professional leave is initiated by the appropriate level director.

_____ **State Request**

This professional leave is initiated/funded by the West Virginia Department of Education.

_____ **Title I School Request**

This request is part of the school's Title I plan and paid by school Title I funds.

_____ **Special Request (no substitute required)**

This professional leave is initiated by a professional employee with the following criteria:

(1) The use of such leave will enhance the school program.

(2) The employee arranges for other professional employees, but not student teachers, to cover instructional and supervisory responsibilities.

☐ Approved ☐ Denied

Principal

Date

☐ Approved ☐ Denied

Level Director

Date

☐ Approved ☐ Denied

Assistant Superintendent, Curriculum and Instruction

Date

☐ Approved ☐ Denied

Superintendent

Date

NOTE: This professional leave day may not be authorized without the appropriate authorization code affixed in the box at the left.