

**FORT PAYNE CITY BOARD OF EDUCATION**

This is a request for

**Professional Leave - Job Training, etc.**

**Duty Leave - Supervision of Student Activities, etc.**

1. I, \_\_\_\_\_, request leave for the following reason:  
*(please print name)*

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2. DESTINATION: \_\_\_\_\_

3. DATES: \_\_\_\_\_

4. NUMBER OF DAYS REQUESTED: \_\_\_\_\_

5. COMMENTS: \_\_\_\_\_

6. WILL THIS ABSENCE NEED A SUB? Yes \_\_\_\_\_ No \_\_\_\_\_  
IF YES, ENTER AESOP CONFIRMATION NUMBER: \_\_\_\_\_

7. WILL YOU CLAIM REIMBURSEMENT SUCH AS TRAVEL, HOTEL, AND MEALS FOR THIS LEAVE? Yes \_\_\_\_\_ No \_\_\_\_\_  
IF YES, YOU MUST ATTACH A PURCHASE ORDER TO THIS LEAVE FORM.

8. SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
*Employee*

9. FUNDS FROM WHICH EXPENSES WILL BE PAID: \_\_\_\_\_  
\*PRINCIPAL\* must have this form initialed here by appropriate funds director for approval of payment IF the above funds are not their funds.

APPROVED \_\_\_\_\_ UNAPPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
PRINCIPAL \_\_\_\_\_

APPROVED \_\_\_\_\_ UNAPPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
SUPERINTENDENT \_\_\_\_\_

If granted, professional/duty leave is without loss of pay OR pay for substitute. Please submit this request to your principal and the supertindent 5 days prior to leave date requested. Failure to do so may prevent approval. This form must be in the office before the leave is taken.

**Please see copy of Board Policy on back of this form**

**PROFESSIONAL LEAVE AND DUTY LEAVE****PROFESSIONAL LEAVE**

The policy of the Fort Payne City Board of Education shall be as follows:

1. Realizing the importance of professional organizations and the necessity of members of these organizations to be away from their jobs occasionally on professional business, the Fort Payne City Board of Education has adopted this policy. State funds, system-wide local funds and/or local school funds may be used to pay the substitute for employees who attend an organized professional educational meeting.
2. To qualify under the definition of the Board as a professional meeting, this meeting must be called by a responsible person in a recognized organization.
3. Excessive absence by any one employee would, of necessity, have to be curtailed.
4. Anyone failing to have this leave approved beforehand by the principal, supervisor and then the Superintendent, will have to take care of said leave with personal leave, or the day(s) missed will be deducted from the check.
5. Excluding required attendance at professional meetings professional leave shall be limited to three (3) days per teacher per school year.

**DUTY LEAVE**

1. Realizing the importance of extracurricular activities and athletics and the necessity of sponsors, coaches and other employees to be away from their jobs occasionally to supervise these activities and events, the Fort Payne City Board of Education has adopted this policy. State funds, system-wide local funds and/or local school funds may be used to pay the substitute for employees who are on approved duty leave.
2. The extracurricular organizations, clubs and/or athletic teams may be assessed for the cost of any substitute employed.
3. An employee may be granted duty leave for chaperoning students on an approved trip.
4. Excessive absences by any one employee would, of necessity, have to be curtailed. No more than five days of duty leave shall be granted for any one employee per school year.
5. Anyone failing to have this leave approved beforehand by the principal, supervisor and then the Superintendent, will have to take care of said leave with personal leave, or the days missed will be deducted from the employee's check.

The Superintendent of schools shall have the authority to administer this policy and each employee expecting to attend a professional meeting must have approval of his/her principal, supervisor and Superintendent before attending the meeting.

Fort Payne City

Revised by the Fort Payne City Board of Education April 25, 2005