

Ritchie County Schools

Request for Professional Leave

- 1) This must be completed at least 2 weeks prior to professional leave absence.
- 2) If not submitted and haven't received approval you are not permitted to attend. **If you attend without prior approval you will be required to use a personal day or docked a day and you will be responsible for any expenses related to this absence.**
- 3) Once completed give to direct supervisor for review.
- 4) When Professional Leave Form is returned, absence may be entered into eSchool.
- 5) In eSchool you must give a description of the reason for the absence.

Name _____ Location/Position _____

Date(s) of Leave _____

Destination and Purpose of Meeting/Conference _____

Reason for Request *(Regulations on back of form)*

- Attend educational meeting, workshop, or conference (Regulation A)
- Attend WVSSAC meeting (Regulation B)
- Participate as coach in state tournament, clinic or playoff (Regulation B)

Travel Mode Personal Vehicle County Vehicle Other _____

Substitute Needed Half Day Full Day No Sub Required

Expense Estimate *(All blanks must be complete)*

Travel Mileage	\$0.56/mile	\$
Hotel		\$
Meal(s) *Only on overnight stays		\$
Registration		\$
Other (parking, etc.)		\$
Substitute Cost (\$150.00/day)		\$
Total		\$

Employee Signature _____ Date _____

Attach information/agenda related to request. Submit form to principal or supervisor.

Approved Denied Funding Source _____

Principal or Supervisor Signature _____ Date _____

Denied – Return to Employee Approved- Submit to finance office.

Approved Denied Funding Code _____

Finance Director _____ Date _____

Superintendent Signature _____ Date _____

Copies of approved form need returned to Finance office and the employee.

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Request for Professional Leave

Regulations for Professional Leave

- A. Professional leave to attend an educational conference, meeting, or training / workshop:
1. An employee may request paid professional leave to be absent from regularly assigned duties to attend an educational conference, meeting, or training / workshop that will be beneficial to the school system, and:
 - Is **necessary** or **required** as part of the employee's responsibility/duties or
 - Is **directly related** to the school or county plan or
 - Will **directly enhance** the employee's performance as determined by the supervisor/principal.
 2. Professional leave may be requested **two weeks in advance** by completing the required form and submitting to the supervisor/principal. Information concerning the conference, meeting, or workshop must be attached to the request form.
 3. If determined by the supervisor/principal and the request should be approved based on the criteria in number one, and subject by available funding, **the signed request form must be immediately submitted to the finance office.**
 4. Professional leave request must be received no later than one week prior to the leave date in the finance office. If determined by the finance office that the request should be approved based on the criteria in number 1, and subject to available funding, **the signed request form must be sent to the Superintendent.**
 5. Upon approval of the Superintendent, the **employee will receive an approval** and will be **responsible for entering leave in eSchool** and describing the professional leave absence.
- B. Professional Leave to attend West Virginia Secondary Schools Activities Commission (WVSSAC) meeting and state tournament/playoff:
1. Principals and athletic director may request paid professional leave to be absent from regularly assigned duties to attend WVSSAC state/regional meetings or to attend state tournaments/playoffs if their school is participating by following the process in section A.
 2. Coaches may request **one day** of paid professional leave to be absent from regularly assigned duties to attend coaches' meeting, clinic or state tournament which is relevant to their sport. Coaches would need to request leave by following the process in Section A. In the event a team would advance additional leave days would be granted.

If you attend professional leave without prior approval you will need to use a personal day or be docked a day and will be responsible for any expenses related to the absence.