

Morgan County Schools Request for Professional Leave

Directions: Refer to regulations on back of form and complete the following:

Name _____ Location _____

Position _____ Employee ID # 95800 _____

Reason for Request

- attend educational meeting, workshop, or conference (Regulation A)
- attend employee association meeting (Regulation B)
- attend WVSSAC meeting (Regulation C)
- participate as coach in state tournament or playoff (Regulation C)

Date(s) of Leave _____

Destination _____

Travel Mode: ___ personal vehicle ___ county vehicle (if available) ___ Other _____

If county vehicle requested:

Estimated Departure Date/Time _____ Return Date/Time _____

Expense Estimate

Subject to provisions of travel regulations

<ul style="list-style-type: none"> ▪ Travel Mileage (.58/mile or other) ▪ Hotel (95/night) ▪ Meal(s) maximum \$35/day ▪ Registration ▪ Other (taxi, parking, tolls) ▪ Substitute Costs 	<ul style="list-style-type: none"> \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Total	\$ _____

(\$110/day professional; \$80/day service)

Employee Signature _____ Date _____

Attach information/agenda related to request.

Submit to principal or supervisor.

Approved

Denied

If approved, funding available?

Source _____ Amount \$ _____

Yes

No

Principal or Supervisor Signature _____ Date _____

Denied – Return to Employee

Approved – Submit to superintendent's office

Approved

Denied

Approval Code _____

Funding Source _____

County Vehicle Approved (if requested) __yes __no

Superintendent/Designee Signature _____ Date _____

Outside the Area

Approved

Denied

Date of Board of Education Action _____

Superintendent's Signature _____ Date _____

Copies: Employee; Supervisor or Principal; Director; Finance Department

Regulations for Professional Leave

- A. Professional leave to attend an educational conference, meeting, or workshop:
1. An employee may request paid professional leave to be absent from regularly assigned duties to attend an educational conference, meeting, or 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 unified improvement plan, or
 - will directly enhance the employee's performance as determined by the supervisor/principal.
 2. Professional leave may be requested 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.
 - For conferences, meetings or workshops within the state or tri-state area (within one hour driving range of Morgan County), the request form must be submitted at least two weeks in advance, except for emergency or unusual situations.
 - For conferences, meetings or workshops outside the approved area, the request form must be submitted in a timely fashion which allows for the request to be placed on Board of Education agenda prior to a regularly scheduled meeting.
 3. If determined by the supervisor/principal that the request should be approved based on the criteria in number one, and subject to available funding, the signed request form must be immediately submitted to the superintendent's office.
 4. If determined by the central office director that the request should be approved based on the criteria in number 1, and subject to available funding, the director shall:
 - If in-state or tri-state conference, meeting, or workshop provide copy of request form indicating action to employee and supervisor/principal.
 - If outside the approved area conference, meeting, or workshop, provide request form to superintendent for Board of Education consideration. (Employee, supervisor/principal and director will be provided copy of request form after Board of Education action.)
 5. If the request for professional leave is approved, the employee, prior to taking the leave shall report his/her absence by calling the TSSI System (#93) and entering the approval code.
 6. If use of a county vehicle is approved, the employee will need to contact the approving director to make arrangements.
 7. If the professional leave is overnight, the employee may contact the accounts payable department to arrange direct billing reservations.
 8. Upon returning from the conference, meeting, or workshop, the employee shall serve as a resource as/if needed and may be requested by the administration or professional/service staff development councils to provide staff development to other employees.
 9. To receive reimbursement for expenses included on the request form, the employee must complete the travel expense account settlement form, attach the approved request for professional leave form, and submit to accounts payable office.
- B. Professional leave to attend employee association meeting:
1. An employee who is an elected officer or designee of an association may request paid professional leave to be absent from regularly assigned duties to attend an association meeting. (maximum of three employees may be approved to attend any one meeting.)
 2. Professional leave may be requested by following the process in Section A.
 3. Any expenses incurred are the employee's responsibility (except substitute costs).
- C. Professional Leave to attend West Virginia Secondary Schools Activities Commission (WVSSAC) meeting and state tournament/playoff:
1. Principals and athletic directors 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 in conjunction with state tournaments/playoffs by following the process in Section A.
- Coaches who have teams participating in state tournaments/playoffs may request paid professional leave to be absent from regular assigned duties by following the process in Section A.