

Morgan County Schools

Request for County-Directed/Approved Activity Leave

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

Name: _____ Location: _____

Position: _____ Employee ID Number 95800_ _ _ _

I request permission to be absent from my regular assignment to perform the following related to a county-directed/approved activity: _____

Date of Leave: _____ Destination: _____

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

Is a county car needed to transport students?

(Refer to regulations for transporting students.)

Yes NO

If county car requested:

Estimated Departure Date/Time _____ Return Date/Time: _____

Substitute required Yes No

Estimated Expenses _____

Employee Signature _____ Date: _____

Attach list of any participating students and schools.

Submit to principal or supervisor.

Approved

Substitute Required

Denied

School will provide substitute coverage

Principal Signature _____ Date _____

Submit to Superintendent's Office

Approved

Funding Source _____ Date _____

Denied

County Vehicle Approved (if requested) ___ Yes ___ No

Superintendent/Designee Signature _____ Date _____

Overnight/Out-of-State

Approved

Denied

Date of Board of Education Action _____

Superintendent Signature _____ Date _____

Copies: Employee, Principal(s)/Supervisor, Finance Department, Director

Regulations for County-Directed/Approved Activity Leave

1. An employee may be absent from their regular duties to perform responsibilities associated with or related to county-directed/approved student activities, events, trips, academic competitions or recognitions. Responsibilities may include chaperoning, coordinating, sponsoring or other duties as determined by the central office director responsible for the activity.
2. Activity leave may be requested by completing the Request for County-Directed/Approved Activity Leave Form and submitting to principal/supervisor responsible in a timely fashion prior to the leave. The employee must contact the responsible director to review funding/expense arrangements prior to submitting the request form.
3. If determined by the principal/supervisor that the request will be approved (after conferring with the appropriate central office director), the signed request form must be submitted to the superintendent's office. The principal/supervisor may provide substitute coverage if needed, or request a substitute.
4. If determined by the appropriate central office director that the request will be approved, the director will provide copies of the approved/denied leave to the employee, and principal/supervisor impacted by the leave, and to the finance department. If the activity is overnight/out-of-state, the director must provide the request form to the superintendent for Board of Education consideration. (Employee, principal(s)/supervisor, director, and finance department will be provided copy of request form after Board of Education action.)
5. If the request for activity leave is approved, the employee, prior to taking the leave shall report his/her absence by calling the TSSI System (#43) and entering the approval code.
6. If the use of county vehicle is approved, the employee must contact the appropriate director to make arrangements. (Refer to Regulations for Usage of County Vehicles.
7. If the activity leave is overnight, the employee may contact the accounts payable department to arrange direct billing reservations.
8. To receive reimbursement for expenses included on the request form, the employee must complete the travel expense account settlement form, attach the approved request form, and submit to accounts payable.