

	<b>Columbia Public Schools Columbia, Missouri</b>	<b>PROCEDURE</b>	No.	190.20
			DATE	07/01/98
SUBJECT:	<b>PROFESSIONAL LEAVE APPLICATION FORM</b>	REVISION NO.	13	
		REVISION DATE	09/16/14	

- A. All travel requires completion of a Professional Leave Application Form and must be approved by the employee's building principal and/or supervisor. All out-of-state travel requires the PRIOR APPROVAL of the appropriate Assistant Superintendent/Chief Academic Officer and Chief Operations Officer. Once approved, the Professional Leave Application Form is returned to the employee unless otherwise indicated on the form.
- B. The Professional Leave Application Form should be completed as follows:
1. Header:
    - i. Name: Name of the employee requesting leave.
    - ii. Date of application: The date on which the application is completed.
    - iii. Position: The job title of the employee requesting leave.
    - iv. Building: The home school or location of the employee.
  2. I request permission to attend the following:
    - i. Name & location of organization/event: The name of the organization/event the employee is requesting permission to attend.
    - ii. City/State: The city and state the event is to be held.
    - iii. Are you a member of this organization: Check yes or no
    - iv. Return form to: Name of Coordinator or Director who requested the meeting. If this line is left blank the approved form will be returned to the employee.
    - v. Date(s) of meeting: The date(s) on which the meeting will be held.
    - vi. Days Absent From Duty: The number of days the employee will be absent from duty.
    - vii. Time of meeting: The start and end time of the meeting.
    - viii. Reason: Substitute job number from the SubFinder system.
  3. Provide funding source:
    - i. Check the box for the appropriate funding source, enter the GL Account Code (Key and Object), and amount.
  4. Describe why you are attending the conference: Give details of conference/trip attendance.
- C. Estimated cost of attendance:
1. Number of substitute days: If the employee will be replaced by a substitute, indicate the number of days a substitute will be needed. Multiply the number of days by the substitute teacher rate found on the form and enter that amount into the \$ field.
  2. Lodging: If lodging will be necessary, indicate the number of days and the cost. Calculate the total and write it in the \$ field for the "Lodging" line.

3. Meals: Indicate the number of days for which meals will be reimbursed and the total amount (not to exceed \$35 per day). Write the total into the \$ field.
  4. Registration Fee: The cost of registration.
  5. Transportation: Enter the appropriate transportation costs and write the total in the "Estimated cost of all transportation" field.
  6. Total estimated cost: The total of all estimated cost categories.
- D. I understand the following:
1. The employee requesting leave should read this section and then sign where it reads "Signature of Applicant."
- E. Substitute requirements:
1. Check the appropriate substitute requirements box and if applicable fill-in the prearranged substitute(s) name.
  2. If a substitute is needed the supervisor should check the appropriate work schedule box.
- F. Building Principal/Supervisor Signature:
1. Approval is needed by the building principal for an employee to be out of the building.
- G. Budget Manager's Signature:
1. The Budget Manager should check the appropriate approval box. If the box "Approved as indicated below" is checked the Budget Manager should fill-in the "Maximum amount of cost approved" section found at the bottom of the form.
- H. Signatures required for out of state travel:
1. Prior approval from the Assistant Superintendent and the Chief Financial Officer is needed for all out-of-state travel.