PROFESSIONAL LEAVE APPLICATION

Non-Reimbursed Leave

Policy: Article 6. Leave policies.

C. Professional leave reads as follows:

A non-reimbursed leave shall consist of not more than two days. The reason for said leave shall be submitted to the superintendent at least seven (7) calendar days prior to the date of said leave. Approval may be given by the superintendent and the building administrator.

APPLICATION:

I request non-reimbursed leave on: _____

The purpose of this leave is: _____

_____

_____

_____

Teacher signature Date

Approved _____

Disapproved _____

_____

Building Administrator Date

Approved _____

Disapproved _____

_____

Superintendent Date