

PROFESSIONAL LEAVE REQUEST PROCEDURES 2011-12

GENERAL GUIDELINES FOR TEACHER LEAVE REQUESTS

- A maximum of 5 professional leave days are granted per teacher per school year (school records should document this). The building principal may request additional days for a teacher by writing a justification letter to Bill Eckels. Approval will be granted on an individual basis, determined by the value of the leave to your school and our district.
- **No more than 6 teachers will be approved for professional leave on one day from any one school without approval from Bill Eckels.**
- **DO NOT SCHEDULE PROFESSIONAL LEAVE ON MONDAY OR FRIDAY.**
- Professional Leave Requests for certified teachers are required to have the approval of:
 - Building principal
 - Director of Administrator Recruitment and Development, Tiffeny Gerstner
 - Grant Director, if grant funds are being used.
- **Bookkeepers**: Be certain Professional Leave Requests have all required approval signatures before submitting them with vouchers to Accounting or Grants & Awards for payment.

COMPLETION OF THE PROFESSIONAL LEAVE REQUEST FORM

- Complete *all* information requested and do not use acronyms of organizational names.
- If a substitute is being requested, complete the section “Expenses to be Paid Out Of” using the following guideline to indicate how the substitute will be paid:
 1. LOCAL SCHOOL, GRANT FUNDS OR OUTSIDE REIMBURSEMENT: If school funds are being used or funds from another source to pay for the substitute, check "Other" or “Federal Fund”, provide the name of the funding source, and be sure to complete substitute information.
 2. TO REQUEST BOARD FUNDS TO PAY THE SUB: To request that a substitute be paid from the Board’s General Fund, check “General Fund” and complete substitute information on the form. These requests are reviewed once a month by a committee of JCTA teachers and JCPS administrators and will be returned to the attention of the principal whether they are approved or denied.
- **Request your substitute through SmartFindExpress. When selecting the reason for the absence chose number 4, Certified Teacher Professional Development. You will no longer use the “Request for Substitute Teacher Support for Professional Leave” form. As with any approved leave, substitutes are provided through the substitute center based on availability.**
- Do not include registrations or substitute request forms with the leave request.

CRITERIA FOR BOARD PAID SUBSTITUTES

There are a limited number of substitute teacher days budgeted to cover professional leave requests each year. Professional leave requests that require the use of substitute teachers will be granted from the Board's General Fund by applying the following criteria:

1. Teachers holding office in statewide or national organization(s) in connection with their assigned teaching duties;
2. Teachers invited to make conference presentations at state or national conferences/conventions involving their assigned teaching duties;
3. Teachers receiving a state or national award;
4. Statewide academic competition sponsors (Academic Sweet Sixteen, national, etc.);

5. Teachers attending a conference.

PROFESSIONAL LEAVE REQUEST ROUTING INFORMATION
2011-12

SCHOOL PERSONNEL	SUBMITTED FOR APPROVAL TO
Certified Teachers	Tiffeny Gerstner, Director of Administrator Recruitment and Development, VanHoose 2 nd Floor
Building Principal, Assistant Principal, Associate Principal, Dean	Appropriate Level Assistant Superintendent VanHoose, 3 rd Floor
School Counselor	Dr. Carol Montgomery, Director of Guidance Services, VanHoose 3 rd Floor
Athletic coaches and coaches for State Governors Cup and Derby Festival Academic Challenge	Jerry Wyman, Director of Academics and Athletics VanHoose Annex
<ul style="list-style-type: none">• More than 6 staff requesting leave on one day from any location• Request to leave the country• Request to exceed 5 day limit per year	William Eckels Executive Director of Human Resources VanHoose 3 rd Floor

PLEASE SHARE THIS INFORMATION WITH ALL STAFF WHO SUBMIT PROFESSIONAL LEAVE REQUESTS AND KEEP FOR FUTURE REFERENCE.