



Staff Development Leave Request *(Professional or School Business)*

Directions:

1. The staff member requesting leave will complete Section One and Section Two* of this form and forward it to his/her building principal. **The last 2 columns of the Expenses Chart are completed by the building principal.*
2. This form can be used for a group of staff members given all staff members are in the same building/school **and** in the same department/grade level. *(Example: All 2nd Grade Teachers at Woodland Park or HR Department).*
3. The building principal will complete Section Three, approving or denying the request, along with the last 2 columns of the Expenses Chart in Section Two. He/She will indicate whether the building will cover expenses and make comments regarding expenses.
4. The principal/activity director will forward the request to the Director of Human Resources/Accreditation, who will complete Section Four, giving final approval or denial for the request **OR** he/she will forward the request to the Director of Student Services or Teaching and Learning to complete Section Five if necessary. *(Note: all leaves are forwarded to the Director of Human Resources/Accreditation – even if the building is paying for expenses.)*
5. The Director who gives final approval will forward the completed request to the staff member, principal, payroll and building secretary.
6. Requests for leave may be denied or cancelled when a majority of the staff members within a department request a leave at the same time, or when properly qualified substitutes are not available, or when the superintendent determines that such a leave would not be in the best interest of the NPS system.
7. Please see the Negotiated Agreement, your building principal, activity director, or the Director of Human Resources and Accreditation for additional information and/or clarification.

Instructions for Saving:

For filing purposes we ask that all forms be named and saved with the following format.

Individual/GroupName-Professional-SchoolBusiness-DateofLeave

Examples:

Hart-Michael-Professional-12-05-19

Hart-Michael-SchoolBusiness-12-05-19

WP-2ndgrade-Professional-12-05-19

WP-2ndgrade-SchoolBusiness-12-05-19



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Section One (to be completed by staff member):

Name(s): _____ Today's Date: _____

Date(s) of leave: _____ With Pay: Without Pay:

Type of Leave:

School Business *(Staff development leave that is being taken at the request of an administrator)*

▪ Name of the administrator that requested your attendance: _____

Professional Leave *(Staff development leave that you are requesting to attend)*

▪ Reason for your request: _____

Section Two (to be completed by staff member):

What function are you attending? _____

How will you share what you learn with others? _____

How will this impact student learning? _____

Expenses:

Item	Cost	Who will pay <i>(Ex.: self, building principal, other-give name)</i>	Admin. Initials*	Administrator Code*
Registration				
Substitute				
Transportation				
Meal(s)				
Hotel				

*Completed by administrator

ALL expenses must be delineated and pre-approved on this form.

- ❖ Expenses related to School Business will be paid by the district *(CO or building funds)*
- ❖ Substitute expenses related to Professional Leave will be paid by the district *(CO or building funds)*
- ❖ All other expenses related to Professional Leave will be paid by the staff member
- ❖ Leaves related to coaching will be paid out of the Activities Fund.

Staff Signature: _____ Date: _____

Section Three (to be completed by building principal/activity director):



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Action:

Attendance Approved – Building funds will cover expenses as outlined in expense chart

This professional leave directly relates to:

Building School Improvement/SMART goals

Staff member’s improvement plan

Other *(Please explain rationale for approval):* _____

Attendance *tentatively* approved pending district funding

Attendance denied

Comment/Explanation regarding approved request *(expenses, travel arrangements, registration):*

Comment/Explanation regarding denied request: _____

Principal Signature: _____ Date: _____

Activity Director’s Signature: _____ Date: _____

Section Four (to be completed by Director of Human Resources and Accreditation)

Action: Approved Denied

Comment/Explanation regarding approved request *(expenses, travel arrangements, registration):*

Comment/Explanation regarding denied request: _____

Director Signature: _____ Date: _____

Section Five (to be completed by appropriate Central Office administrator if applicable)

Action: Approved Denied

Comment/Explanation regarding approved request *(expenses, travel arrangements, registration):*

Comment/Explanation regarding denied request: _____

Administrator’s Signature: _____ Date: _____