

**RANDOLPH COUNTY SCHOOLS**  
**APPLICATION FOR PROFESSIONAL LEAVE**  
**REVISED 8/20/13**

**Note:** *A Professional Leave request needs to be completed and submitted anytime you report to work at a location other than your regular assignment. This documentation will be utilized in the event that a liability (claim) might occur while working off location. (The only exception to this will be for county-wide meetings that are being conducted for all staff—Ex: Opening Day/CE Day). This form is to be used by all employees whenever making a request for Professional Leave that is scheduled throughout the school year (both work days and weekends) as well as during the summer months. On the lines below, please mark all that are applicable to your request:*

- ☐ To respond to a work-related subpoena to appear in Court.
- ☐ To serve as a member of a Jury.
- ☐ To serve as an officer or delegate at a meeting of a professional organization.
- ☐ To attend a West Virginia State Department of Education Meeting or Workshop relevant to the employee's assigned responsibility.
- ☐ To attend a training or workshop provided by the WV Center for Professional Development
- ☐ To participate in a RESA Workshop relevant to the employee's assigned responsibility.
- ☐ To attend a training or meeting provided by the WVSSAC.
- ☐ To attend an in-state training/workshop relevant to the employee's assigned responsibility.
- ☐ To attend an out-of-state training/workshop relevant to the employee's assigned responsibility.
- ☐ To accompany a group of students on an educational field trip.
- ☐ Embedded Professional Development at school or in-county location.

**IN-STATE REQUESTS ----All applications for Professional Leave must be submitted 5 working days prior to the date leave is requested in order to allow time for processing of approval or denial.**

**OUT-OF-STATE REQUESTS ---All applications for Professional Leave must be submitted 15 working days prior to the date leave is requested in order to allow time for seeking Board Approval and processing of approval or denial. All supporting documentation (ex: conference agenda, location, dates, list of chaperones or participants, field trip forms, etc) must be attached to the professional leave form.**

**ALL APPLICATIONS FOR PROFESSIONAL LEAVE MUST BE APPROVED PRIOR TO TAKING LEAVE OR RANDOLPH COUNTY SCHOOLS WILL NOT BE RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH THE LEAVE REQUEST.**

**OVER** 

**Name of Employee:** \_\_\_\_\_

**Date(s) Leave Requested:** \_\_\_\_\_

**Substitute Required:** ☐ YES ☐ Full Day ☐ AM ☐ PM

**Activity Description or Title:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Other Expenses to be Incurred---- Check all that apply:**

☐ Meals ☐ Hotel ☐ Mileage ☐ Parking ☐ Registration

**Funding Source:** **FOR COUNTY OFFICE OR PRINCIPAL USE ONLY**

**Substitute Costs:**

\_\_\_ Title I \_\_\_ Title II \_\_\_ Special Ed. \_\_\_ County \_\_\_ Prof. CE \_\_\_ Service CE \_\_\_ Title VI \_\_\_ School \_\_\_ CTE

Code: \_\_\_\_\_

**Registration Fee:**

\_\_\_ Title I \_\_\_ Title II \_\_\_ Special Ed. \_\_\_ County \_\_\_ Prof. CE \_\_\_ Service CE \_\_\_ Title VI \_\_\_ School \_\_\_ CTE

Code: \_\_\_\_\_

**Travel Reimbursement:**

\_\_\_ Title I \_\_\_ Title II \_\_\_ Special Ed. \_\_\_ County \_\_\_ Prof. CE \_\_\_ Service CE \_\_\_ Title VI \_\_\_ School \_\_\_ CTE

Code: \_\_\_\_\_

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**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assistant Superintendent's Signature/or Designee:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_

**Reason:** \_\_\_\_\_

\_\_\_\_\_