**PASCAGOULA SCHOOL DISTRICT**

REQUEST FOR PROFESSIONAL LEAVE

**Directions**: Complete every item below with an \*. Failure to do so could lead to rejection of your professional leave request. You can tab from field to field to complete it.

1) \*Date of this request:

2) \*Are you, in accordance with school district policy, submitting this work order at least 10 working days in advance of your first day of requested leave? [ ]  yes [ ]  no Reason:

3) \*Your name (as shown in payroll records):

Last       First       Middle Initial / Name

4) \*Your school / building name:

5) \*Your position:

6) a) \*Dates of leave:       to

 b) \*Overnight stay requested? [ ]  yes [ ]  no

 c) \*Total days:

 d) Substitute Needed: [ ]  yes [ ]  no

 e) (Use only if for same day) Time Out:       Time In:

7) \*Destination:

8) \*Purpose of the leave:

***At this point, the one requesting professional leave should save this completed file (Save As …) with your initials in front of the file name to a location on your computer that can be found easily by you. After you have saved the form, print a copy of the completed information above.***

***Using your GroupWise email account, address an email to your principal or supervisor – or their designee - with “Pro Leave Request” in the Subject line. Attach it to the email and then click Send. The proper official will complete the information below, forward it to their supervisor, and return it to you once it has completed its approval route.***

**Do not type below this line**

**FOR OFFICE USE ONLY**

1) Expenses approved: [ ]  yes [ ]  no 2) As noted:

3) Expenses charged to Budget #

4) Professional leave recommended: [ ]  yes [ ]  no

5) Principal’s / Acting Official’s Name:

**CENTRAL OFFICE ADMINISTRATOR**

1) Approved: [ ]  yes [ ]  no Comments:

**ROUTING: STAFF MEMBER > PRINCIPAL > SUPERVISOR > PRINCIPAL > REQUESTING STAFF MEMBER**