

WISE COUNTY PUBLIC SCHOOLS  
APPLICATION FOR PROFESSIONAL LEAVE

Directions: Professional leave is defined as absence from school for work-related purposes. The purpose for leave must be directly linked to the employee's responsibilities, the annual school improvement plan, and the needs of the school division. Requests for professional leave must be made at least two weeks prior to date of leave and approved by the appropriate supervisor. Training, workshops, and activities sponsored by and hosted by the Wise County Public School Division, do not require completion of this form.

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

School/Current Assignment: \_\_\_\_\_

Date(s) of Leave: \_\_\_\_\_ Substitute Required: \_\_\_\_\_

Destination: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

How is leave related to CSIP: \_\_\_\_\_

What are the expected benefits: \_\_\_\_\_

County vehicle requested: \_\_\_\_\_ (If yes, contact Transportation Secretary to check availability)

List all relevant anticipated costs and source(s) of funding:

| Description       | Anticipated Cost | Source of Funding |
|-------------------|------------------|-------------------|
| Transportation    |                  |                   |
| Meals             |                  |                   |
| Lodging           |                  |                   |
| Registration Fees |                  |                   |
| Other (Specify):  |                  |                   |
|                   |                  |                   |
|                   |                  |                   |
| TOTAL EXPENSE     |                  |                   |

Signature of Applicant: \_\_\_\_\_

APPROVED     DENIED    Signature of Principal: \_\_\_\_\_

|   |
|---|
| <p><i>CENTRAL OFFICE</i><br/>PROFESSIONAL LEAVE REQUEST IS: <input type="checkbox"/> APPROVED    <input type="checkbox"/> DENIED</p> <p>Date: _____                      Signature of Supervisor: _____</p> |
|---|

Approval of Leave will be based upon availability of funds, needs of the school division, instructional benefit and job specific considerations as covered by WCSB POLICY GCL - R.