

**Nauvoo – Colusa District # 325
Professional Leave Request Form**

At the beginning of each school year, each employee shall be credited with two (2) days to be used for the employee's professional / job performance business. Professional leave shall accumulate to a maximum of four (4) days. The bargaining unit member planning to use a professional / job performance business day shall request leave of the building principle at least (1) week in advance of his/her absence. Professional business / job performance days shall be used for the purpose of:

Visitation to view other techniques or programs, new equipment and other observation
Visitations that relate to the employee's performance of his / her job. Request may be
Denied when the request individually or when considered in conjunction with other absences
That would disrupt the educational program.

The Board shall pay the current mileage rate, provided however, such mileage shall be vouchered. The Board shall pay registration fees and Hotel fees if a conference would require travel between the hours of 12 midnight and 6:00 am subject to the preapproval by the Superintendent.

Name of Professional Day: _____

Description : _____

Location : _____

Date : _____

Hotel Expenses for Approval : _____

Teacher Signature _____
Date

_____ Approved _____ Not Approved

Principal's Signatue _____
Date

Superintendent's Signature _____
Date

Vouchered Expenses (to be submitted within 30 days of the date of the professional day taken.)

_____ Registration Fee _____ Mileage

_____ Hotel (**Follow specified guidelines stated above**)

_____ Total to be Paid (**with copies of all receipts**)