

Professional Leave Request



Professional Leave Requests • Teachers, fill out the form below so your school office has details. Get your supervisor's/ principal's signature. After that approval, enter your leave in AESOP and provide the 4-6 digit code you were given by the training source and list the days you need a sub.

Funding for a substitute is provided through school operating funds, grants, or assigned by staff development in TLS or Student Services. Write the 4-6 digit code on this form. If funding for your sub is provided by an outside source, provide details and documentation from the outside source to your school office and to the TLS administrative assistant.

Date Submitted: _____ Dates you will be gone: _____

Name: _____ Email: _____

School: _____ Specific Assignment/Grade: _____

Purpose of Leave: _____

Specific conference dates: _____ Location of conference or meeting: _____

Will you be a presenter? No _____ Yes _____ (If yes, attach invitation, information or agenda.)

Substitute Costs Number of Sub Days Needed _____ Dates Sub Needed _____ 4-6 Digit Substitute Code _____

Sub Code Provided by _____ Attach email notification or Invitation

Outside Source? Provide Name & Contact information _____

➤ Obligation of Payment by the Outside Source MUST be attached – letter, email

Out of District Travel Related Costs *

Cost paid by: District Building Grant Self Budget Code: _____

Outside Source, Name & Contact Information _____

* Use Travel Authorization (TA) form. Travel Authorization procedures include approval by Principal. School Office will process it.

Teacher (Signature/Date)

Principal or Director (Signature/Date) Approved Not Approved

There is no funding for a sub. I am submitting request to JEA Leave Bank

JEA can provide Professional Leave for teachers to serve on state boards, advisory commissions, or committees; attend meetings, conferences, or workshops of professional, educational, and teachers' organizations; and to serve as members of state talent banks. **Make a timely request. Give at least a month's notice.**

➤ ATTACH CONFERENCE INFORMATION: Request will be returned without this information.

Ted Wilson, Director Teaching and Learning Support (TLS) (Signature/Date) Temporary Approval Not Approved

JEA Committee will consider timely requests and provide approval / or denial. Committee Approval Denial Date _____

When approved OR denied, by the committee, the Applicant, Principal/ School office, & Substitute Coordinator will be notified.

➤ So others may benefit from my participation in this activity, I will share my experience in one of the following ways:

Staff workshop District-wide presentation Other _____

If requesting JEA Leave Bank, have the school office send this ORIGINAL form to the Teaching and Learning Support administrative assistant. If you have questions please call 523-1723.

Professional Leave for Teachers and 3510 JEA Leave Bank

Professional leave for teachers is available for serving on state boards, advisory commissions, or committees; attending meetings, conferences or workshops of professional, educational, and teachers' organizations; and serving as a member of state talent banks.

Begin with your school's Administrative Assistant and Principal

Your school's administrative assistant can help with these steps and details:

- Identify if funding for a substitute has been determined via school operating funds, grants, assigned staff development committees, or if funding for your substitute is provided by an outside source. A 4-6 digit sub code should be provided by the JSD department providing the training. If they have not provided a sub code, do ask them about funding for a sub.
 - If no funding is available for a substitute for your absence, you may request use of the JEA Professional Leave Bank. Funds from this source are limited, and require timely submission and approval by a committee of JEA members and the Director of Teaching & Learning Support. If it is denied, you will need to pay for the substitute.
- Fill out the **Professional Leave Request Form # 3510 completely**, add attachments as needed, **sign and submit** for approval from your **building principal**.
- Use the online **Travel Authorization Form** if meetings are not in Juneau. This also requires principal signature. Ask your school's administrative assistance with TAs.
- Use **Certified Leave Slip**, which will be submitted by your school office for the appropriate payroll.
- **JEA Profession Leave Bank - Professional Leave Request Form #3510 includes Professional Leave Bank Request if needed.**
 - Must be submitted for principal signature first, then forwarded by school office to Teaching & Learning Support for the JEA Leave Bank Committee.
 - When submitted before the Professional Development Committee meets, you will be given a temporary sub code.
 - When approved or denied by the Committee, you, your school office, HR, and payroll will be notified.
 - If denied for a substitute, you will need to pay for the sub. There are limited funds in the JEA Professional Leave Bank.

Teacher Responsibility in Using Leave

- Contact your school office to obtain permission and file appropriate forms and documentation.
- Complete online Travel Authorization if meeting is not in Juneau.
- Enter your leave information in AESOP, with the day(s) a sub is needed and the appropriate sub code.
- Complete and submit a Certified Leave Slip with the school administrative Assistant.
- A written summary of your professional development is requested. Please submit a brief description to the Director of Teaching & Learning Support. Be willing to share with your building and/or colleagues.