# Rock Hill Schools

## Professional Leave Request Form

Name: _____ Date: _____ School: _____

○ Admin ○ Certified ○ Support Position: _____ Grade/Subject: _____

***Purpose for Professional Leave (Check one box):***

◉ Professional Development ○ Field Trip/Team or Club Sponsor ○ Athletics ○ Other

If Other, Please Specify: _____

*Note: If Professional Development, the conference/meeting being requested should be a part of the school improvement or district strategic plan. Conference/event schedule **MUST** be attached as documentation for approval.*

**I hereby request permission to attend (full name of conference, meeting, or event):**

_____

Complete address: _____

Dates of Travel: _____

Substitute required? ○ Yes ○ No Number of days for substitute, if needed: _____

Riding with: _____ Sharing lodging with: _____

**Please describe how this conference is connected to the school improvement plan or district strategic plan.**

| | **Amount** | **Account Number (Who will pay?)** |
|---|---|---|
| Registration | $ _____ | _____ |
| Travel | $ _____ | _____ |
| Lodging | $ _____ | _____ |
| Meals | $ _____ | _____ |
| Other | $ _____ | _____ |
| TOTAL | $ 0 _____ | |

****When the host hotel's conference rate is unavailable, employees must complete this section. If the given hotel rate is greater than the U.S. Government rate (GSA Rate), Superintendent approval and signature is required in this section. If not approved, employee will be responsible for reimbursing the difference.**

1. Did employee request GSA Rate? ○ Yes ○ No
   (*To obtain the GSA Rate, visit www.gsa.gov, click Travel, and follow instructions using the location of the conference or meeting.)
2. Nightly rate granted by the hotel? $ _____ 3. GSA Rate from www.gsa.gov? $ _____

Approved ☐ Not Approved ☐ _____ _____

*Superintendent Signature* *Date*

_____ _____ _____ _____

Signature of Staff Member Date Approval by Superintendent ***OR*** Assoc. Superintendent Date

***(Overnight or Out of State)***

_____ _____

Approval by Supervisor Date

***Attach conference schedule and supporting documentation to this request.***

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