

EAST PALESTINE CITY SCHOOL DISTRICT
Request for Professional Leave

Request is hereby made for professional leave.

(Please state provider)

(Please provide dates)

(Please state location)

for the following purpose: (Attach brochure)

ESTIMATED COST

Registration Fee: \$ _____

Maximum Allowance:

Lodging \$70/day \$ _____

Meals \$30/day \$ _____

Mileage IRS Rate - \$100/maximum \$ _____

Cost of Substitute \$ _____

1. A written request must be made for the Superintendent's approval at least three weeks in advance of the leave. Professional leave shall not be used for non-academic purposes, i.e. coaching clinics, tournaments, athletic contests, etc., unless a team from East Palestine qualifies and the teacher coaches the said team.
2. An expense form will be available in the Superintendents office, which is to be submitted including estimating the following reimbursable items:

Round trip auto mileage at IRS rate;

Meals and lodging receipts;

Meeting and registration fee receipt;

Other expenses.

OVER

3. The Board may reimburse the bargaining unit member for the following:

Registration fee;

Lodging, \$70.00 per day;

Mileage at the IRS rate.

Maximum \$100.00 per request or travel

If air fare is involved, economy, supersaver, or similar fares will provide the guideline.

The district will not reimburse for meals or mileage for county in-service training.

4. Upon return, all reimbursements will be paid within fourteen (14 days of receipt of submission. The district will not reimburse tax expenditures.

5. The maximum amount paid by the Board of Education for this benefit will be fifteen thousand dollars (\$15,000.00) This includes the total cost of substitute teachers.

Each building will receive an amount equal to the maximum divided by the number of bargaining unit members in each building.

To complete the reimbursement process, receipts must be submitted to the treasurer's office.

Staff Member Requesting Leave

Date

Principal's Approval

Date

Superintendent's Approval

Date