

ASHTABULA AREA CITY SCHOOLS PROFESSIONAL LEAVE REQUEST PROCEDURES

Any request for Professional Leave must be approved by your Principal or direct supervisor prior to being submitted to the Superintendent.

Reimbursement of expenses in connection with approved professional leave will be made according to applicable board policy and administrative procedures.

The Superintendent's or Treasurer's Office generally never arranges for registration, lodging, etc., that is to be done by the individual requesting the leave. If you are using Special Funding via the Technology Office, Title I, etc., please check with that office to see who should or will be making any arrangements.

1. Please follow this procedure if incurring expenses:

- a. Complete and submit a Professional Leave Request Form via HR Kiosk. **Please make sure to complete the Estimated Expenses section of the form and include all information such as dates/times, reason, location, purpose and mileage.** Only one leave request is submitted for each event. PLEASE MAKE SURE TO PRINT A COPY OF THE PROFESSIONAL LEAVE REQUEST FORM as it will be needed for reimbursement of expenses incurred. THIS FORM WILL NEED TO BE SIGNED BY YOUR SUPERVISOR.
- b. No Requisitions, travel arrangements or registrations should be made until the leave is approved by the Superintendent.
- c. Once the Professional Leave Request is approved, Requisition Form(s) must be completed.
- d. A Requisition Form must be completed and entered by an Administrative Assistant into the fiscal system for every payee: (example: you are driving to a seminar in Columbus, Ohio to a John Pryor Seminar). If the registration payment is to be paid to a John Pryor Seminar, it is required to complete a Requisition Form for John Pryor as the Vendor. The meal expenses, mileage, parking, etc. that would be paid by you personally would require that you complete a second Requisition Form etc.
- e. You will be emailed a copy of the Purchase Order(s) once the Requisition(s) is routed and approved. Please retain the Purchase Order(s).
- f. After attending the seminar/meeting you must record your Actual Expenses on the Professional Leave Form and sign and date the form on the bottom line, make sure your supervisor has signed the form, attach copies of all receipts **and mileage verification (google or mapquest document).**
- g. You should make and keep copies of any receipts for your records) and send the form to the Treasurer's office for payment processing.

2. Please follow this procedure if NOT incurring expenses:

- a. Complete and submit a Professional Leave Request Form via HR Kiosk. It is not necessary to complete the Estimated Expenses section of the form.
- b. **Important:** If union members are submitting a Professional Leave Request Form for attendance at a required union event, please utilize a paper request form that MUST be signed by and submitted to the union President. Once approved, please submit the paper request form to your supervisor AND you MUST enter the absence into in HR Kiosk. No registrations or other arrangements should be made until the leave is approved by the Superintendent.