



PERSONAL LEAVE FOR IN-SERVICE CREDIT

Name _____

School _____

PROCEDURE:

As per In-Service Requirements Procedure (PRD-P001), 13.0 Use of Leave Days, teachers may use personal leave days for participation in in-service activities. This leave applies to all teachers.

For approval the teacher must:

- a. Complete Request for In-service Approval Form (PRD-F005) and attach to this form.
- b. Both forms must be approved by the building level principal or supervisor and the Director of Professional Learning.
- c. The Personal Leave day(s) will be deducted from the teachers Personal Leave allocation.

PERSONAL LEAVE REQUEST:

DATES OF ABSENCE: _____

NUMBER OF DAYS/HOURS: _____

EMPLOYEE'S SIGNATURE

DATE

☐ APPROVED

PRINCIPAL/SUPERVISOR

DATE

☐ APPROVED

DIRECTOR OF PROFESSIONAL LEARNING

DATE