

REQUEST FOR PROFESSIONAL LEAVE

Wake County Public School System

THIS FORM REMAINS AT THE SCHOOL/DEPT

Before the workshop:

- Employee completes **Section I** of the *Request for Professional Leave* (this form) and submits to principal/supervisor for approval.
- Principal/supervisor completes and signs **Section II** of the *Request for Professional Leave* giving approval.
- Secretary keeps original and gives a copy of this approved *Request for Professional Leave* to employee.
- After receiving approved Request for Professional Leave, employee registers on eSchools or with outside agency.

| Workshop Title Session Reference # | day(s) of professional leave to attend the above named workshop. Date Date Completed by School/Dept rize the employee listed above to attend the above referenced training. Date Date The completed by School/Dept rize the employee listed above to attend the above referenced training. Date The completed by School/Dept rize the employee listed above to attend the above referenced training. Date The completed by School/Dept rize the employee listed above to attend the above referenced training. Date The completed by School/Dept rize the employee listed above to attend the above referenced training. Date The completed by School/Dept rize the employee listed above to attend the above referenced training. Date The completed the workshop instructor. Since the substitute of the signed for Professional Leave form received at the workshop instructor if the substitute. Date The completed by Creating for Professional Leave form from the workshop instructor if the substitute. Date The completed by Experimental Leave form received at the workshop instructor if the substitute. The completed by the workshop instructor to their secretary in order to get their substitute paid pletes Section III on this form and keys the absence using the budget code provided on the Functional Leave form and keys the absence using the budget code provided on the Functional Leave form received at the workshop instructor to their secretary in order to get their substitute paid pletes Section III on this form and keys the absence using the budget code provided on the Functional Leave form from the workshop instructor to their secretary in order to get their substitute paid pletes Section III on this form and keys the absence using the budget code provided on the Functional Leave form from the workshop instructor to their secretary in order to get their substitute for the functional Leave form from the workshop instructor to their secretary in order to get their substitute for the functional Leave form from the workshop instructor | ot ove to a | day(s) of property days. days days days days days days days days | chool/Dept | ofession | (if in eSch nal leave t | ools) o attend the Date | e above named workshop. | _ |
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