AMES COMMUNITY SCHOOL DISTRICT
REQUEST TO BE EXCUSED FOR PROFESSIONAL LEAVE

SECTION A: TO BE COMPLETED BY EMPLOYEE

Employees who wish to be absent from school duties to attend a professional conference shall submit this form to their building principal or supervisor at least 15 calendar days in advance of the absence.

Person Requesting Leave of Absence (print name): _____

Date to be Excused from Duty: _____

Professional Conference Attending: _____

I WILL/ WILL NOT receive a fee for my services.
I WILL/ WILL NOT receive all or a part of my expenses from a non-local school fund.
I WILL/ WILL NOT need a substitute during my absence.

In the space provided, please indicate how during your absence, a substitute's salary will be paid.

_____ ALP _____ Athletics _____ Building Funds _____ C & I

_____ District Prof. Day _____ ELP _____ Perkins _____ Special Education

_____ Other (Provide name & address of source paying.)_____

_____

_____ _____
Date Signature of Employee

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SECTION B: TO BE COMPLETED BY BUILDING PRINCIPAL/SUPERVISOR

Administrator shall check and sign, then forward the form to the Department Supervisor, from who funds to support this absence are being requested for final approval.

- If funded with **Individual Building Funds** – code with your building account number.
- If leave is for C&I; Special Education, or any number of other accounts, sign and send to the person responsible for that account for final approval.

Keep a copy prior to sending on.

_____ _____
Date Building Principal/Supervisor

Building Account # _____

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SECTION C: FINAL APPROVAL BY ADMINISTRATOR IN CHARGE OF ACCOUNT

_____ _____
Date Administrator in Charge of Funds

Account # _____

- Following final approval of use of funds, the person responsible should keep one copy for their records.
- Send the original signed form to Payroll in the Business Office for processing.

9/08