

PROFESSIONAL LEAVE FOR CONSULTANT PURPOSES

An employee requesting to serve as a consultant to another school district, professional organization or association shall fill out the form Request for Professional Leave for Consultant Purposes. The request shall be made, approved and filed prior to rendering the services. The request shall be maintained in the superintendent's office.

Request for Professional Leave for Consultant Purposes

Date _____

Name _____

Position _____

Requests permission to serve as consultant to _____

_____ on _____

_____ (dates)

This activity does not interfere with the performance of my primary duties.

Approval:

Immediate Supervisor

Signature of Employee

Approved ()

Denied ()

Superintendent

Date

Immediate Supervisor – Yellow Copy
Staff member- Pink Copy
Superintendent - White Copy