

BIRMINGHAM BOARD OF EDUCATION
2015 PARK PLACE
BIRMINGHAM, ALABAMA 35203

LEAVE FORM

TITLE OF CONFERENCE/MEETING/EVENT: _____

FUNDS FROM WHICH COSTS ARE TO BE PAID: _____

DATES OF LEAVE: FROM _____ TO _____

LOCATION OF CONFERENCE/MEETING/EVENT: _____

CHECKING THE FOLLOWING:

() Professional () Military () Substitute will be needed.
() Legal () Leave Without Pay () Substitute will not be needed.

Indicate Funding Source for Substitute Pay (If Needed): _____

PLEASE INDICATE WITH AN "X" THE NUMBER OF TRIPS TAKEN THIS SCHOOL YEAR.

One (1) IN-STATE _____	Two (2) IN-STATE _____
One (1) OUT-OF-STATE _____	Two (2) OUT-OF-STATE _____

_____ Signature	_____ Position Title	_____ School Location	_____ Date
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RECOMMENDED BY:

_____ Immediate Supervisor	_____ Date
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_____ Supervisor	_____ Date
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GUIDELINES:

1. ONE (1) FORM IS TO BE PREPARED AND SUBMITTED TEN (10) WORKING DAYS PRIOR TO REQUEST TO THE APPROPRIATE SUPERVISOR.
2. A CONFERENCE AGENDA MUST BE ATTACHED TO THIS FORM.
3. PROFESSIONAL LEAVE IS WITH THE UNDERSTANDING THAT THE INDIVIDUAL MUST PAY HIS/HER OWN EXPENSES. (GAS AND FOOD)
4. NO MORE THAN SEVEN (7) PEOPLE FROM ONE SITE CAN ATTEND A CONFERENCE AT THE SAME TIME. YOU ARE ALLOWED TO TAKE ONE (1) IN-STATE AND ONE (1) OUT OF STATE CONFERENCE ANNUALLY.
5. UPON APPROVAL OF THIS FORM, A COPY WILL BE SENT TO THE FOLLOWING:

1. Finance	2. LSA	3. Supervisor	4. Employee
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