



Professional Leave Request

Any Unit #2 staff who will use professional leave days (being absent on a work day), require a substitute, or incur expenses (mileage, registration, etc.) must complete this form. **Download** the form, complete, and scan/save, so you will be able to **attach** this form to your requisition in Skyward. You should do this **at least 2 weeks** before the meeting, conference, event, etc. WCES personnel **must** secure Director or Supervisor approval prior to attaching to Red Rover.

Name:

Date:

Address:

City, State, Zip:

Meeting/Event:

Date(s) of Meeting/Event:

Place of Meeting/Event:

Will a substitute be required? (Yes or No):

Number of days: x \$120.00/day = \$

If yes, list date(s):

Itemize estimated expenses:

Registration: \$

Meals: \$

Lodging: \$

Travel: \$

Miscellaneous: \$

Do you request Unit #2 to prepay registration? (Yes or No):

Attach complete registration form to your Red Rover professional leave request

Will other organizations, grants, or special projects cover any of your expenses? (Yes or No):

If YES, describe:

Describe the purpose of the professional leave and your reasons for attending: