

Jefferson County Public Schools
Administrative Offices
 VanHoose Education Center
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To: All Principals and Cost Center Heads

From: Jimmy Adams, Chief of Human Resources

Subject: Professional Leave Requests

Date: 8/8/19

Cc: Superintendent’s Cabinet, Assistant Superintendents,
 Specialists Human Resources

Please share the attached procedures regarding Professional Leave Requests with your teachers, administrators, and office personnel. The information has been consolidated for quick and easy reference and should be kept accessible throughout the year.

Professional Leave requests must be submitted for approval before the intended leave. In addition to getting district approval from HR, the Grant’s Director’s approval signature must also be obtained if a grant is paying any expenses related to the professional leave. Please plan in advance to allow sufficient time to get all required approval signatures and receive the form back before the leave date(s). Unless there are verified extenuating circumstances, no leave requests will be approved if received after the leave dates.

If you have questions, please contact your Specialist Human Resources.

Elementary Zone 1	Elementary Zone 2	Elementary Zone 3	Middle Schools	High Schools	Admin & Central Office
Waller-Williams DuValle ECH Riverport ECH	Churchill Park Dawson Orman ECH	Heuser/U of L Pact, State Agency, Westport ECH, Unselde ECH	Binet ESL Newcomer	Breckinridge- Metro Georgia Chaffee TAPP Jefferson County HS Liberty Minor Daniels Phoenix	
Kronski Jones 3105	Tammy Darden 1555	Dylan Owens 7811	Nate Bordeaux 6398	Teresa Ohlmann 3351	LaRae Whitely 3165



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General Guidelines for Teacher Professional Leave Requests

- A maximum of **5 (five)** professional leave days are granted per teacher per school year (school records should document this). The **building principal** may request additional days for a teacher by writing a justification letter to the Chief of Human Resources. *Approval will be granted on an individual basis, determined by the value of the leave to your school and our district, in collaboration with the Assistant Superintendent.*
- **No more than 6 (six) teachers from one school/location will be approved for professional leave on the same day or days without prior approval from the Chief of Human Resources.** To request this approval, the principal must submit a written rationale. *Approval will be granted on an individual basis, determined by the value of the leave to your school and our district, in collaboration with the Assistant Superintendent.*
- **EVERY ATTEMPT SHOULD BE MADE TO NOT SCHEDULE PROFESSIONAL LEAVE ON A MONDAY OR A FRIDAY. These are high non-attendance days in the district and substitutes will not be granted on Mondays or Fridays.**
- When an employee is approved to attend a conference or to take professional leave, on a work/contract day, employees will not be paid additional funds to attend. If an employee is attending on a non-contract day, they will not be paid to attend.
- Extended days typically are not to be used to attend conferences, but requests can be made to the assistant superintendent for consideration.
- Professional Leave Requests for certified teachers, counselors, and assistant principals are required to have the approval of:
 - Building principal
 - Assistant Superintendent where applicable
 - Chief of Human Resources or appropriate Human Resources approver
- **Bookkeepers:** Be certain Professional Leave Requests have all required approvals **before** submitting them with vouchers to Accounting or Grants & Awards for payment.



When Do You Need Professional Leave?

Use this quick checklist to determine if you need to submit a Professional Leave Request:

1. If you are a teacher, certified administrator, or central office administrator, and you are attending a meeting/professional development out of district/state, you **MUST** have approved Professional Leave. No Exceptions!
2. If you are a teacher, certified administrator, or central office administrator, and you are requesting reimbursement, you **MUST** have approved Professional Leave. No Exceptions!
3. If you are a teacher, and you are requesting a substitute, you **MUST** have approved Professional Leave (it doesn't matter who is paying for the sub). No Exceptions!
4. **NOTE:** If you are attending a meeting/professional development at a JCPS Facility or in Frankfort, and you are **NOT** requesting a sub or being reimbursed for expenses, you do not need to fill out a Professional Leave Form. Regularly scheduled JCPS meetings do not require Professional Leave.

Important Information:

- Professional Leave requests must be submitted no less than two weeks prior to the leave dates. **Requests received less than two weeks before will be denied unless verified, extenuating circumstances exist.** Dates must include travel dates, if applicable.
- **If approval for Board Paid Substitutes is requested, requests must be submitted 30 days prior to the leave.**
- **Professional Leave requests will not be approved after the date of the meeting or conference.** This means you will not be reimbursed or receive credit hours. Requests must be submitted and approved before the date of the meeting or conference.
- Requests for professional leave to attend an event in Alaska, Hawaii or out of the country must include a detailed description of the benefit to the district/school and enhancement of the employee's position/experience, to be approved.

Completion of the Professional Leave Request Form

- ALL parts of the form must be completed! Complete **all** information requested and **do not** use acronyms of organizational names. **THIS INCLUDES the "Expenses to be paid out of:" section. We must have this information to determine approval.**
- **If a substitute is being requested**, complete the section "Expenses to be Paid Out Of" using either the criteria for **Local School, Grant Funds or Outside Reimbursement** **OR** **Board Reimbursement Funds** (see next section for criteria directions).



Criteria for Local School Funds, Grant Funds or Outside Reimbursement

If school funds are being used or funds from another source to pay for the substitute:

1. Check **Other** or **Federal Fund**.
2. Provide the name of the funding source.
3. Indicate if the school or a grant is paying for the substitute.
4. Be sure to complete substitute information.
5. Professional Leave Forms paid through local funds, grant funds or outside reimbursement **must** be submitted **no less than two weeks** prior to the leave dates.
6. **Once approved, request your substitute.** As with any approved leave, **substitutes are provided based on availability.**

Criteria for Board Paid Substitutes

There are a *limited number* of substitute teacher days budgeted to cover professional leave requests each year. Professional leave requests that require the use of substitute teachers will be granted from the Board's General Fund by applying the following criteria:

1. Teachers holding office in statewide or national organization(s) in connection with their assigned teaching duties (be sure to include office held on form);
2. Teachers invited to make conference presentations at state or national conferences/conventions involving their assigned teaching duties (be sure to indicate that you are a presenter);
3. Teachers receiving a state or national award (please indicate);
4. For teachers accompanying students to statewide academic or sport competitions (Academic Competitions, Sweet Sixteen, Nationals, etc.) **Be sure to write at the top of the form, "Student Supervision"**
5. Teachers attending a conference.

Professional Leave Forms paid through the Board's General Fund **must** be submitted **no less than thirty days** prior to the leave dates to allow time for processing. Once approved, request your substitute through Absence Management. As with any approved leave, substitutes are provided based on availability.

Professional Leave Request Routing Information

SCHOOL PERSONNEL	SUBMITTED FOR APPROVAL TO
Certified Teachers <ul style="list-style-type: none"> • All forms must have the building principal approval signature. 	<ul style="list-style-type: none"> • 1st to Appropriate Grant Director if grant funds are being used. • 2nd to Chief of Human Resources



<ul style="list-style-type: none"> If Grant Funds are being used, all forms must also have the Grant Director’s signature. 	
<p>Assistant Principals, Associate Principals, Counselors</p> <ul style="list-style-type: none"> All forms must have the building principal approval signature. If Grant Funds are being used, all forms must also have the Grant Director’s signature. 	<ul style="list-style-type: none"> 1st to Appropriate Grant Director if grant funds are being used. 2nd to Chief of Human Resources
<p>Athletic coaches and coaches for State Governors Cup and Derby Festival Academic Challenge</p> <p><i>All forms must have the building principal approval signature.</i></p>	<ul style="list-style-type: none"> 1st to Appropriate Grant Director if grant funds are being used. 2nd to Director of Athletics 3rd to Chief of Human Resources
<p>Building Principals</p> <p><i>Submit directly to your Assistant Superintendent.</i></p> <p>If Grant Funds are being used, all forms must also have the Grant Director’s signature.</p>	<ul style="list-style-type: none"> 1st to Appropriate Grant Director if grant funds are being used. 2nd to Assistant Superintendent –VanHoose 2nd Floor (they keep on file)
<p>Classified, School-Based Staff - Requires only Building Principal approval, unless Grant Funds are being used.</p> <p>If no grant funds, principal signs, keep on file at school.</p>	<p>If Grant Funds are being used, forward to the Grant Director for approval after principal signs. The Grant Director will return the form to the school.</p>
<p>Special Approval Needed for:</p> <ul style="list-style-type: none"> More than 6 (six) staff requesting leave on one day from any location Request to exceed 5 (five) day limit for any teacher Professional leave request to attend events in Alaska, Hawaii, or out of the country: Principal Signature and written rationale, submit to: Chief of Human Resources first. The routing order then follows box to the right. 	<p>Chief of Human Resources The routing order is as follows:</p> <ul style="list-style-type: none"> Chief of Human Resources The Assistant Superintendent Chief Financial Officer
<p>Central Office Administrators</p>	<p>Your immediate supervisor and/or Cabinet level Chief</p>