

## BOARD PROCEDURE

Descriptive Code: GBRH

## PROFESSIONAL LEAVE

Date: February 2, 2009

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### Professional Leave

School allotments for professional leave will be based on one day of professional leave for every two full-time certified employees (excluding administrators). Employees desiring to use one or more of these days must submit a written request through the principal a minimum of two weeks in advance of the meeting date. Administrators may apply for a maximum of five days during each calendar year for professional growth and improvement.

Professional leave must be requested and approved by the immediate supervisor and the Superintendent of Schools or designee. To request professional leave, the following procedures are required:

1. The principal or supervisor will complete a Professional Leave Request Form and submit it directly to the Associate Superintendent at least two weeks in advance.
2. The Associate Superintendent will approve or disapprove the request and return the form to the principal or supervisor for disposition.
3. The principal or supervisor is responsible for reporting the absence(s) as professional leave in the daily attendance program and will secure an approved substitute as appropriate and necessary.

Effective July 1, 1998, O.C.G.A. 20-2-212.2 requires two days of professional leave be granted to any teacher participating in the National Board for Professional Teaching Standards for the purpose of preparing the portfolio of student work. This professional leave will not be deducted from the school or system allotment. The professional leave request form must be submitted as specified above and have attached the letter of National Board for Professional Teaching Standards acceptance and evidence of the program participation fee payment. It is expected that following professional leave for attendance at meetings or conferences, the employee will share the knowledge gained with the appropriate audience.

### Employee Leave Reporting Requirements

1. ALL LEAVE FOR ALL EMPLOYEES must be entered into the **AESOP** software program. Other than required in-county meetings, employees who are not physically at their work station must record their leave using the appropriate code. This includes instructional field trips requiring a substitute to be hired. This is necessary to comply with State Board Rule GAK 160-5-2-.50 (authority O.C.G.A. 20-2-161; 20-2-167; 20-2-182).
2. Leave codes listed below require a professional leave form to be completed. This is required for administrators, department heads, and all professional/certified and non-certified employees. This does not apply to required in-county meetings.

<u>CODE</u>	<u>TYPE</u>
11	Local/Federal Funded Special Education
13	School Professional Learning Budget
14	System/Dept. Professional Learning Budget
15	Curriculum Development
18	Gifted
19	Title I Grant
26	Strategic Planning
29	Lottery Pre-Kindergarten
32	School Local Funds (Principal Acct.)
40	Title II Professional Learning
44	SACS (requires Assoc. Supt. Approval)
46	Paraprofessional Certification/Testing
47	PDS Augusta State
49	Educational Leave (Must be approved by Assoc. Supt.)
51	School Nutrition Prof. Leave
54	Early Intervention Services

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3. If the following leave codes are used, a school may be required to pay for the substitute. The only exceptions would be if the absence was for one of the programs or activities listed below. Each school will submit a monthly leave report to the Business Department. The school will attach a check for the appropriate amount to the monthly leave report certification form to cover the cost of substitutes during that leave report.

16 (Athletic)	School is required to pay for all substitutes.
10 (Excursion)	School will pay for substitutes unless the absence falls under one of the approved reasons as listed.
17 (Field Trips)	School will pay for substitutes from their field trip accounts or their local school account.

Excursions for which the school system will provide the substitute:

Band/All State Band/Band Festivals  
U. GA. Band Clinic  
Chorus/All State Chorus  
Math Team  
Academic Team/Bowl  
FCCLA  
FFA  
Gifted  
One Act Play  
Debate  
Spring Festival Play  
Math Counts  
Science Olympiad  
Foreign Language Competition  
Model UN  
S.T.A.R.  
VICA  
FBLA  
TSA (Technology Science Association)

**ADOPTED: 05/10/88**

**REVISED: 08/14/90, 08/13/91, 08/01/92, 11/03/93, 8/7/00, 8/7/00, 3/11/03, 7/26/04, 5/5/08, 7/28/08**

**Columbia County Board of Education**



**Professional Leave Request Form**  
**Columbia County Board of Education**  
 (Approved form must accompany all Travel/Registration Reimbursement Requests)

Department/School Making Request:

Name of Person (s) Making Request:

Dates of Leave Requested:  Destination (City & State):

Purpose of Leave Requested:

**Allotment (Please select the appropriate category)**

X	Category	# of Days	
<input type="checkbox"/>	School	<input type="checkbox"/>	(requires principal's signature)
<input type="checkbox"/>	Department	<input type="checkbox"/>	(requires department head signature)
<input type="checkbox"/>	Administrative	<input type="checkbox"/>	(requires supervisor's approval)
<input type="checkbox"/>	Non-certified Employee	<input type="checkbox"/>	(requires administrator's approval)
<input type="checkbox"/>	Professional Employee not under contract	<input type="checkbox"/>	(requires administrator's approval)

Substitute Required:  YES  NO

**Absence Reporting (Aesop) & Substitute Funding Source.**

**Please select & record the absence in Aesop based on the following code.**

**You must complete this portion and report the absence, even if no sub is required**

X	AESOP Code	Sub Funding Source	X	AESOP Code	Sub Funding Source
<input type="checkbox"/>	11	Local/Federal Funded Special Education (Needs Departmental Approval)	<input type="checkbox"/>	40	Title II Prof. Learn (Assoc. Supt. Approval)
<input type="checkbox"/>	13	School Professional Learning Budget	<input type="checkbox"/>	*44	SACS (Assoc. Supt. Approval)
<input type="checkbox"/>	*14	System/Dept. Professional Learning (Dept. Approval)	<input type="checkbox"/>	*46	Paraprofessional Testing (HR Approval)
<input type="checkbox"/>	*15	Curriculum Development (Dept. Approval)	<input type="checkbox"/>	47	PDS Augusta State (Principal Approval)
<input type="checkbox"/>	18	Gifted (Dept. Approval)	<input type="checkbox"/>	*48	Exceptions (Assoc. Supt. Approval)
<input type="checkbox"/>	19	Title I Grant (Dept. Approval)	<input type="checkbox"/>	*49	Educational Leave (Assoc. Supt. Approval)
<input type="checkbox"/>	*26	Strategic Planning (Assoc. Supt. Approval)	<input type="checkbox"/>	*51	School Nutrition Prof. Leave (Dept. Approval)
<input type="checkbox"/>	*29	Lottery Pre-K (Dept. Approval)	<input type="checkbox"/>	*54	Early Intervention Services (Dept. Approval)
<input type="checkbox"/>	32	School Local Funds (Principal's Account)	<input type="checkbox"/>		

**\*Days using these funding codes will not be subtracted from any school allotment**

Projected Cost of Trip \$  Source of Funding

\_\_\_\_\_  
Signature of Principal and/or Department Head

\_\_\_\_\_  
Date

Submit this form to the Associate Superintendent's Office for verification

Allotment Verified by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Date signed: \_\_\_\_\_ Date Returned: \_\_\_\_\_