

# Kinsley-Offerle School District USD #347



## Employee Leave Request - Professional Development

*ALL conference/meeting/workshop registrations are to be handled by the District Office.*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Assignment: \_\_\_\_\_ Certified: \_\_\_\_\_ Classified: \_\_\_\_\_

Requesting leave from your assignment on:

\_\_\_\_\_ to \_\_\_\_\_  
*Date Date*

Leave for \_\_\_\_\_ full days, or \_\_\_\_\_ half days ( \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.)

Is a substitute needed during your absence? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*Please explain fully the nature of the business or meeting which requires your absence:*

Is registration required for this leave request? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
*(If yes, please be sure to attach registration information and Purchase Request Form (Tab number 2) showing estimated total cost of the registration fees.)*

Do you require a school vehicle? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
*(If you checked yes, please fill out the attached school vehicle request form (tab number three below). If no, you will not be reimbursed for mileage and it will be your expense unless you make arrangements with the superintendent in advance.*

Do you require overnight accommodations? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Arrival Date \_\_\_\_\_ Time \_\_\_\_\_  
Departure Date \_\_\_\_\_ Time 11:00 OR 12:00 is standard

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date \_\_\_\_\_  
*Please be sure to sign the Purchase Request also, if attached.*

Superintendent Signature: \_\_\_\_\_ Date \_\_\_\_\_  
*Please be sure to sign the Purchase Request also, if attached.*



# Request For School Vehicle Use

Kinsley-Offerle Unified School District #347



Employee making request: \_\_\_\_\_ Date: \_\_\_\_\_

Destination of Trip: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Who will be traveling with you? \_\_\_\_\_

What date and time do you need to pick up the vehicle?

\_\_\_\_\_ (a.m./p.m.)  
Date Time

What date and time will you return the vehicle?

\_\_\_\_\_ (a.m./p.m.)  
Date Time

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Transportation Department*

Trip confirmed by: \_\_\_\_\_ Date \_\_\_\_\_

Vehicle Assignment: \_\_\_\_\_