

Professional Leave Process

1. Staff member fills out the Google form
2. The form will go through an electronic approval process (Building Principal, Morgan, Vickie)
3. Staff member fills out requisition for conference registration costs and mileage, meal and parking reimbursement if applicable and submits to the building secretary to enter in the system
4. Once approved by the Treas and Supt, Jessica will then create a paper PO
5. The paper copy of the PO will go to the building secretary in inter-school mail, who will give it to the staff member
6. The staff member will register for the conference using the PO number provided
7. After attending the conference, staff member will attach original, detailed receipts and provide the actual mileage on the paper copy of PO
8. Staff member will send the PO with attached documents and information to Jessica
9. Checks are cut every Thursday including paperwork turned in by noon on Tuesday of that week. If paperwork is turned in after the noon deadline, reimbursement will be made the following week.