

DISTRICT SCHOOL BOARD OF TAYLOR COUNTY APPLICATION FOR LEAVE OR TEMPORARY DUTY

Received _____ At Finance/Personnel/Payroll Office

Number _____
Vendor _____
Date Enc'd _____
Finance Use Only

I hereby request leave or temporary duty elsewhere as follows:

A. Type of Leave or Temporary Duty (Check one.) (Refer to Board Policies as indicated.)

- | | | |
|---|---|--|
| <input type="checkbox"/> 1. Personal (with pay)
Policy 7.22 (1) | <input type="checkbox"/> 5. Vacation
Policy 7.230 | <input type="checkbox"/> 9. Other |
| <input type="checkbox"/> 2. Personal (without pay)
Policy 7.22 (2) | <input type="checkbox"/> 6. Professional (with pay)
Policy 7.03 | <input type="checkbox"/> Military, Policy 7.14 (2) |
| <input type="checkbox"/> 3. Parental
Policy 7.22(2) (b) | <input type="checkbox"/> 7. Professional (without pay)
Policy 7.03 | <input type="checkbox"/> Jury, Policy 7.24 |
| <input type="checkbox"/> 4. Illness-in-line-of-duty
Policy 7.03 | <input type="checkbox"/> 8. Temporary Duty Elsewhere
Policy 7.26 | <input type="checkbox"/> Witness, Policy 7.24 |
| | | <input type="checkbox"/> Bereavement Leave, Policy |

B. Purpose: _____

C. Place or Places to be Visited: _____

D. Date or Dates: From _____ Thru _____ Total Duty Hours: _____

E. Information on Substitute Requirements: _____

Date: _____ Signature of Applicant: _____

PRINT APPLICANT NAME: _____

Action by Principal or Supervisor: Recommend Approval Recommend Disapproval

FUND	FUNCTION	OBJECT	COST CENTER	PROJECT	PROGRAM	AMOUNT

WHEN FILING FOR REIMBURSEMENT BACK-UP MUST BE ATTACHED.

Date: _____ Signature: _____

Action by Superintendent: Recommend Approval Recommend Disapproval

Approved Disapproved

Date: _____ Signature: _____

Action by Board: Approved Disapproved

Date: _____ Signature: _____

- Note:**
- | | |
|--|--|
| <p>1. Prepare in triplicate. Forward all copies to County Office.</p> <p>2. Following final action, distribution will be made as follows:</p> <ul style="list-style-type: none"> a. Original to applicant b. Duplicate to County Office c. Triplicate to principal or supervisor, if applicable | <p>3. Responsibility for securing approval of leave or temporary duty elsewhere rests with the employee making the request.</p> <p>4. All request for leave or temporary duty elsewhere, except for emergency leave, must be in County Office at least one week in advance of effective date.</p> <p>5. If professional leave or temporary duty elsewhere is being requested, information relating to the request MUST be attached.</p> |
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