



Human Resource Services

Request for PRIOR Approval AND Approval of Professional Development for Salary Credit

Certificated

Classified

Name:	Employee ID:	Date (mm/dd/yy):
School or Office:	Work Number:	Position Title:

I hereby request for prior approval to undertake the following professional development course(s) or activities for salary credit:

Title of Course or Activity	Course/Activity Date Begins:	Course/Activity Date Ends:

Description or syllabus of course or activity attached

District Sponsored by _____

I hereby certify that the course or activity for salary credit is outside of my contractual work hour/day.

EMPLOYEE SIGNATURE

DATE

HUMAN RESOURCES APPROVAL

DATE

Distribution: Original to Human Resources; Copy to Employee; Copy to Supervisor

UPON COMPLETION: MUST SUBMIT VERIFICATION OR OFFICIAL TRANSCRIPTS TO HUMAN RESOURCES

REFER TO SEIU CBA: ARTICLE II, SECTION 2.10 PROFESSIONAL GROWTH

REFER TO DTA CBA: ARTICLE III – PROFESSIONAL GROWTH

APPROVALS:

Applicant will receive credit for ____ units or ____ hours.

HUMAN RESOURCES DEPARTMENT

DATE