

Digital Leave Form (Personal and Professional Leave ONLY)

1. Go to the District Website, www.westpoint.k12.ms.us
2. Under “Quick Links”, Click Employee Portal
3. In the Middle Column, under “Travel Forms”, Click Leave Request Digital Form
4. **Section I- Employee Information:**
 - A.** complete entirely by entering your full name, your district issued email (not personal), your location (the office or school building you report to work).
 - B.** If this travel is being paid for out of Athletics, Federal Programs, Career and Technology Center/Vocational or Office of Special Services, you will need to click the box UNDER “*Employee Email*”, a dropdown box will populate so that you can chose the department to which the form will need to route for approval.
 - C.** The administrative assistant and supervisor will populate when you select your location.
 - D.** Select if this travel is Professional or Personal. If this travel is professional, put the name of the meeting or conference you are attending in the destination box.
 - E.** The city and state that the meeting or conference is in will go in the city/state box.
 - F.** Put the date(s) that you are attending in the date box.
 - G.** Why are you attending this meeting/conference? Put that information in the reason for professional leave box.
 - H.** You will need to upload the agenda or informational flyer that was sent or given to you in the Upload supporting documentation box.
5. **Section II- Leave Information:**
 - A.** select leave entered in time clock if you are NOT able to clock in or out for the day. Put your leave request in timetrust at this time. If you don’t put your leave in timetrust, this will hold up your leave getting approved.
 - B.** If this travel is outside or after school hours, you can clock in/out for the day or it’s a weekend or off-contract day, please select leave NOT entered in time clock (check applicable reason) and select the appropriate box.
6. **Section III- Estimated Cost:**
 - A.** Vehicle, will you need a district van for this travel or taking your personal car? If you need a district van, put the miles to and from the meeting/conference and select the box. This will give an estimated cost of travel for the district van. If you choose to take a personal car, put the miles to and from the meeting/conference beside personal vehicle (van available or employee choice) and select the box to

show the estimated cost for reimbursement. If you choose a district van but there are no vans available, you will be notified, and it will be changed on the digital leave form after the form has been approved to show the higher rate.

B. If you know the estimated cost of lodging (hotel), registration, food (The current meal reimbursement rates per diem for the year, you must stay overnight to get reimbursement) or other (airfare, vehicle rental, parking, etc.) you will put that information in the boxes under cost. If you don't want reimbursement for your travel, select the box for "No Reimbursement Requested".

7. **Section IV- Accounting Information:**

A. select what account is to be charged: district, athletics, child nutrition, school activity, special services, technology, federal programs, vocational, or other. If you don't know, ask for this information.

B. You will need to put in a account number. If you don't know, ask for this information.

C. How many employees are traveling to this meeting/conference? You will need to list all who are attending. After you have listed everyone, go back through the form to make sure you haven't missed any information.

D. **THIS FORM WILL NOT SUBMIT IF IT'S NOT COMPLETED ENTIRELY.** If everything is complete you may sign and submit. You will receive an email when it's approved.