

## **FAQs about Professional Development Leave**

1. Do I need to complete a PD Leave Request Form?
  - a) Yes, if.....
    - ❖ Attending any conference inside the State of Alabama
      - Mega Conference
      - CLAS
    - ❖ Attending any conference outside the State of Alabama
      - Any national conference
    - ❖ Attending any workshop/training inside Conecuh County on an unscheduled countywide professional development day.
      - EQT Data Meetings
      - Strategic Teaching Sessions
      - ACT Aspire Overview
  - b) No, if.....
    - ❖ Attending any workshop/training inside Conecuh County on scheduled countywide professional development days. (See Academic Calendar)
      - Institute Day
      - August 5, 2016
      - August 8, 2016
      - October 7, 2016
      - January 2, 2017
      - February 20, 2017
      - March 13, 2017
2. When do I need to complete the PD Leave Request Form?
  - ❖ At least two weeks prior to the date of departure, if possible.
3. How do I ensure my timecard is documented for my professional leave?
  - ❖ Forward all approved PD Leave Forms to the individual responsible for editing the timekeeping at your location.
4. If I attend a professional development session without an approved leave form, will I be reimbursed for travel expenses?
  - ❖ No, unauthorized travel will be at the expense of the employee.