

# Cumberland County Board of Education Professional Leave Report For Licensed and Non-Licensed Employees

TCA 49-5-205 defines professional leave as a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.

Requests **must** be submitted to the principal/supervisor at least five (5) days prior to requested leave date(s) for school level approval and coordination. The respective Program Director will be responsible for approving these requests. **Approval is required prior to taking this leave.**

Name of Employee \_\_\_\_\_ School \_\_\_\_\_

Date(s) Absent \_\_\_\_\_ Location \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Program Director \_\_\_\_\_ Date \_\_\_\_\_

Professional Leave Type (check as appropriate)  
Brief Description \_\_\_\_\_

- \_\_\_\_\_ Workshop/Seminar
- \_\_\_\_\_ Work related training
- \_\_\_\_\_ Accompany students on approved field trips, athletic events, competitions, etc.
- \_\_\_\_\_ Serve on approved board or commission.
- \_\_\_\_\_ Other (jury duty, official duty subpoena, etc.)

Name of Substitute \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

(Check one)

\_\_\_\_\_ **LICENSED SUBSTITUTE**

\_\_\_\_\_ **NON-LICENSED SUBSTITUTE**

Specify which fund to pay substitute	Local	Federal
Regular Ed		
Special Ed		
Federal Programs		
Career and Technical		
Individual School Fund		
Other ( Specify)		

Pink