

PROFESSIONAL LEAVE FOR CONSULTANT PURPOSES

An employee requesting to serve as a consultant to another school district, professional organization or association shall fill out the form Request for Professional Leave for Consultant Purposes. The request shall be made, approved and filed prior to rendering the services. The request shall be maintained in the superintendent's office.

Request for Professional Leave for Consultant Purposes

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Requests permission to serve as consultant to \_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_ (dates)

This activity does not interfere with the performance of my primary duties.

Approval:

\_\_\_\_\_  
Immediate Supervisor

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

Approved ( )

Denied ( )

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

Immediate Supervisor – Yellow Copy  
Staff member- Pink Copy  
Superintendent - White Copy