

Zachary Community School System Professional Leave Guidance
As of 8/1/2018

ALL Professional leave, regardless of funding or type, must be completed **10 DAYS IN ADVANCE** of the leave date.

Professional Leave for Professional Development regardless of funding source:

- Any employee who is participating in professional development on or off campus must request professional leave through the eSchool system.
- The employee must attach a completed Zachary Schools professional leave form to the eSchool request.
- Incomplete forms or missing forms will result in the professional leave being denied.

Professional Leave for Field Trips that requires a Substitutes:

- Any employee who is leaving campus for a student-centered activity must request professional leave through the eSchool system.
- The employee must indicate on the district's professional leave form the field trip destination. (i.e., Field Trip-Baton Rouge Zoo, Basketball Game-Central High School).
- *Note: Please submit a listing of all employees that are attending any field trip with your field trip request form. We need to know this information in the event of an emergency or worker's compensation claim.*

Professional Leave for Student Assessment that requires a Substitute:

- Any employee who is participating in professional leave for testing (i.e., DIBELS, DRA, State Testing, etc.) must request professional leave through the eSchool system.
- No attachment required. The employee must indicate in the comments section online the reason (i.e., Assessment-DRA).

Professional Leave on Non-Work Days (i.e., weekend, summer or holidays):

- Any employee who is planning to attend a conference or some other type of professional activity in which the dates fall completely outside of the employees working days (i.e., weekend, summer or holidays), should not submit leave through the substitute system:
 1. Submit a professional leave funding request form (hardcopy) to his or her Principal/Supervisor for Level 1 Approval
 2. School Funded Leave or does not require funding: Principal/Supervisor should sign and forward a copy to Human Resources.
 3. Federal Funded (Title I, II, IDEA or other special funding): Professional leave should be signed by the principal (Level 1) and forwarded to the appropriate Director for Funding Approval (Level 2). The appropriate director will forward a copy of the approved leave form back to the school and a copy to Human Resources.
 4. District General Funded: Professional leave should be signed by the principal (Level 1) and forwarded to Human Resources for Funding Approval (Level 2). HR will send an approved copy back to the school.

Note: If the conference includes a weekend or holiday but also includes a workday, please follow the professional leave- professional development process above and note on the attached form the additional dates.