GADSDEN STATE COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT LEAVE REQUEST

Name:_____Date: _____

Destination: _____Date(s): _____

Professional Development Activity (Name of sponsoring organization and type of activity):

_____

_____

Benefit of activity to participant related to major area of college responsibility:

_____

_____

Explain how class/work time will be covered:

_____

_____

Travel Expense Required: Yes ____ No ____

Type of Transportation: State Vehicle ____ Private Vehicle ____

Registration Fee: _____ Budget #: _____

_____ _____
Employee Date Dean Date

_____ _____
Supervisor Date President Date

Once all approvals are obtained, forward to Human Resources.

This Professional Development Leave Request form must be filed with the original travel request once approved. All professional leave will be tracked by Human Resources to ensure adherence to approved policy.

NOTE:

1. The employee's absence must not hamper the normal routine operations of the college.
2. A maximum of ten workdays per leave year may be approved locally.
3. If an employee who was granted professional development leave separates from the college within one year of the professional development, the employee may be required to reimburse the college for any funds expended on behalf of the employee.
4. Approved activities sponsored by ACCS or GSCC do not require a Professional Development Leave Form.