

GRANITE SCHOOL DISTRICT
2500 South State Street
Salt Lake City, Utah 84115

PROFESSIONAL LEAVE FORM

You may complete one form for a multiple number of teachers attending the same workshop by attaching a sheet with the additional names and signatures. **If the Professional Leave falls under Miscellaneous Code 147 or your School Allocation, retain a copy for your files. If a specific department is paying for the substitutes, please send the form to that department for approval. If the Miscellaneous code is 148, send this directly to the Accounting Department and keep a copy for your records.**

SCHOOL: _____ DATE(S) OF LEAVE: _____

Full Day: One-Half Day: A.M. P.M.

Name of teacher: _____ Name of substitute: _____

Name of teacher: _____ Name of substitute: _____

Name of teacher: _____ Name of substitute: _____

Name of teacher: _____ Name of substitute: _____

REASON FOR PROFESSIONAL LEAVE: _____

No substitute needed (Reason #23 – no sub required)

School Allocation Miscellaneous Code: _____
Keep copy at School

District workshop Miscellaneous Code: _____
Send copy to District Department

Department providing funding for substitute: _____

Department Approval: _____ Date: _____

Bill to (outside of District) (Miscellaneous Code 148)
Send copy to Sherry Wilson in Accounting

Name and address of specific person to bill: _____

SIGNATURES:

Teacher: _____ Date: _____

Teacher: _____ Date: _____

Teacher: _____ Date: _____

Teacher: _____ Date: _____

Principal/Supervisor Approval: _____ Date: _____