**Professional Day Request**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Current Date: |  |

|  |  |
| --- | --- |
| Date Requested for Professional Time |  |
| Amount of Time Requested*(number of hours*) |  |
| Have you notified your immediate supervisor? |  [ ] YES [ ] NO |
| Reason for Request |  |
|  |
|  |
| What arrangements have been made for your class(es)? |  |
|  |
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Signature of Instructor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: [ ] Yes [ ] No

Signature of Vice President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

*Vice President will provide the instructor with a copy of this form upon approval or reason for disapproval.*

Policy Number: 4390 *Date Adopted: 8/92 Revised: 6/97, 7/01, 8/10*

**PROFESSIONAL DAY**

Fulltime instructional staff may request two days per academic year (12 hours) to be used for personal business when something comes up that would not be covered by sick leave. These days are to be used only when it is necessary to take care of business that could not be taken care of at any other time; they are not intended to be used for vacation time. The days may be used on an hourly basis, if needed, or as whole days.

This policy is only for instructional staff that do not accumulate vacation time. If these days are not used during the year, they cannot be carried over to the next year and have no bearing on sick leave accumulated or used.

The procedure for requesting these days is to make your request in writing to the respective academic vice president. The request should include your reason for needing to be absent and what arrangements can be made for your classes. The respective academic vice president will notify the instructor as to whether or not the request was approved.

*11/2014*