

# Enrichment Leave Information

Updated January 2007

The Professional Rights and Responsibilities Committee wishes to make enrichment leave monies available to the maximum number of teachers each year. There is a yearly allotment of funds, which will be dispersed on a first come first served basis. Leaves must be teacher initiated, and a teacher may be asked to share what has been learned with colleagues. There is a difference between professional and enrichment leave.

**Professional Leave:** This leave is initiated by your building administrator and typically ties into your PL221 goals.

**Enrichment Leave:** This leave is teacher initiated and can be used for meetings YOU choose to attend.

PR&R does NOT handle Professional Leave forms.  
PR&R Committee does NOT handle Family Leaves.

## **To Apply for Leave:**

- In order to guarantee consideration forms should be submitted to the PR&R chairperson ***at least three weeks prior to the event.***
- Complete all pertinent parts of the enrichment leave application. Please be accurate with money requests.
- For lodging, if you are attending with another person, share a room if possible.
- Travel expenses are reimbursed at the current IRS rate.
- Be sure to indicate both the number of days and the dates on which you will be gone.

## **Restrictions:**

- \$250.00 and 2 days maximum for each request per semester.
- One paid leave per semester.
- Requested amounts are not to exceed 4 days per school year or \$500 per school year.

## **Requests which will NOT be considered include:**

- Tuition or fees for conferences, courses, or workshops for which college credit is received.
- Expenses which arise from accompanying students in extracurricular activities.
- Membership fees in any organization.
- Requests for leaves for workshops or clinics which are primarily designed for co-curricular or extra-curricular activities.

Our committee meets two times per month. PR&R Committee Members:

Sheri Simmons-chair	LIS	Ext. 6032
Mara Becking	CMS	Ext. 7014
Sharon Sufana	Yost	Ext. 5422
Laurie Pope	CHS	Ext. 7125

***This Enrichment Leave is an item that has been bargained for you by the Duneland Teacher's Association.***

# Enrichment Leave

## After your leave:

- ✓ Submit your requests for reimbursements to the **Business Office at the Administration Building** (NOT PR&R). Send it to **Michelle Ashby** ASAP. You have 30 days from the day of the leave date, or reimbursement will not be authorized.
- ✓ Send the receipts stapled to a signed Accounts Payable Voucher to Ms. Ashby.
- ✓ Attach a mileage claim if mileage was requested and approved.
- ✓ If, for some reason, you did not take the leave, please notify Michelle Ashby and the PR&R Chairperson as soon as possible.

*This Enrichment Leave is an item that has been bargained for you by the Duneland Teacher's Association.*