



6500 Arapahoe, P.O. Box 9011
Boulder, Colorado 80301

Division of Human Resources

303-447-5031
Fax::303-447-5098
www.bvsd.org

Professional Leave

To be used when professional leave absence is for substitute time only (no other expenses). **Arrangements for substitute should be made following building/district procedures.**

Form must be completed and approved for absence from regularly assigned duties ½ or longer. Send completed form to appropriate funding office (division/department paying for substitute). A copy will be returned to you with the budget code completed.

Name of Applicant	Building	Assignment
Activity/Organization Holding Meeting	Location of Meeting	

Name of Substitute Assigned

Date(s) Substitute required: (please check): Full Day _____ Date

Half Day _____ a.m. ___p.m.
Date

Signature of Applicant Date

Principal/Supervisor Date

<p>FOR ORIGINATING OFFICE USE</p> <p style="margin-top: 20px;">Program Budget Title</p> <p>_____</p>	<p>SPENDING AUTHORITY OFFICE USE ONLY</p> <p style="margin-top: 20px;">Budget Code</p> <p>_____</p> <p>Approved: _____</p>
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