

Instruction for a staff member to request leave time for a Professional Day

Upon notice from an Administrator/Supervisor/Designee that you are to attend a Professional Day/Workshop you may need one or more of the following documents and you will need to complete the appropriate steps when entering your request through Source4Teachers (S4T) for Professional Day Leave Time.

Your administrator will provide you with a **Unique Title/Name and Number of the WORKSHOP/PD** you are to attend. This title/name and number will be required when completing your Professional Day form and when entering your request through Source4Teacher Frontline.

Professional Day Form: A PD form is only required if there are expenses associated with you to attend the Event. *PD form is available on the District Homepage under Staff, PD Forms*
Due to district needs, the form can be edited at any time. Therefore, always use the online form as it will be the most current.

All expenses incurred for you to attend the event must be included on the Professional Day Form i.e. registration fee, travel, mileage, tolls, etc. (Only expenses listed on the Professional Day Form and Board approved will be reimbursed.) Also, you **must include the budget account number** that the expenses will be charged to. If there is more than one budget account than all account numbers MUST be listed and the amount to be charged to each budget account. (See section II., a of this document.)



If there are **No Expenses** incurred for you to attend the event, you **DO NOT** need to complete a Professional Day form. **See below for requirements for After Hours Professional Day Events for exception.**

- I. **Preparing forms and documents needed to upload to Source4Teacher Frontline**
 - a. **Workshop Justification:** Samples - Email from Administrator/Designee, Registration and flyer/advertisement, etc.
 - b. **Professional Day Form (PD):** Once you complete and submit the online PD form a PDF Professional Day form will be emailed to your district account which you will then upload through S4T. **Exception: See below for requirements for After Hours Professional Day Events.**

(PD form is only needed if a cost is incurred.) Skip if not needed.

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- c. **Mileage Expenses:** from Google Maps, Maps Quest, etc., save as a PDF, the directions with the estimated Mileage and cost of Tolls

II. PROFESSIONAL DAY REQUEST THROUGH SOURCE4TEACHERS

- a. Enter Unique Title/Name & Number under Notes to Administrator

A screenshot of the Source4Teachers "Create Absence" form. The form has tabs for "Scheduled Absences", "Past Absences", and "Denied Absences". It includes a calendar for "October 2018" with a blue arrow pointing to the 26th. Fields include "Substitute Required" (No), "Absence Reason" (Select One), "Date" (Full Day), and "Notes to Administrator" (with a text area). A "FILE ATTACHMENTS" section is on the right with a "Choose File" button. At the bottom are "Cancel" and "Create Absence" buttons.

For easy reference of the Title/Name & Number you can access "2018-2019 Workshop Reference List" which is [available on the District Homepage under Staff, PD Forms](#)

- b. **The following document(s) must be attached to your S4T PD Absence request:**

- i. **The justification:** attach justification and submit if NO Expenses will be incurred for you to attend.



CONTINUE if there are any expenses which will be incurred [registration fee, mileage, other, etc.] for you to attend the event.

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- ii. **The Professional Day Form:** attach the PD PDF from your email.
- iii. **Mileage Expense justification**

The screenshot shows the 'Create Absence' form in the S4T system. The form is divided into several sections: a calendar for selecting a date, a 'Substitute Required' dropdown set to 'No', an 'Absence Reason' dropdown set to 'Select One', and a 'Date' dropdown set to 'Full Day'. There is a 'Notes to Administrator' text area. On the right, there is a 'FILE ATTACHMENTS' section with a 'Choose File' button and a 'Share Attachments' section with a 'RESPONSE SLIDE FOR TEACHERS_SPT' file. A blue arrow points to the 'Choose File' button, and another blue arrow points to the 'RESPONSE SLIDE FOR TEACHERS_SPT' file.

How to Save as a PDF(s) from an email or website

Open document/Email/Website
go to Printer
Change Printer Destination
Save a PDF
Save (to desktop or file)

How to upload the PDF(s)

- To upload a PDF on the S4T Create Absence page click on Choose a File, open to Desktop or File that you saved the documents to, highlight and save. Repeat for each document that MUST be attached.

Requirements For After Hours Professional Day Events

All After Hours (nights & weekend) require a Professional Day Form in hard copy regardless if there is or isn't a cost incurred. Once the Professional Day form is received in your email, you will need to forward to your supervisor with the justification attached, as the requests will not be processed through S4T.