

Request for Time to Attend a Professional Development Activity

Employees can use this form to request that time to attend a professional development activity be substituted for work time. In order for this time to be approved, the request must be submitted in writing and approved BEFORE attending a professional development activity. Please attach any supporting documents that may be useful in evaluating this request (e.g., workshop registration forms, etc.).

Employees, who are also students, may request up to three (3) days per calendar year of work time as professional development for course related activities.

Part 1 – To Be Completed by Employee

I hereby request to substitute a professional development activity for work time.

Professional development activity: _____

Date(s) of professional development activity: _____

Is this required for your position? _____

Employee Name: _____ Date: _____

Employee Social Security Number: _____

Signature: _____

Part 2 – Approval

Approved: _____ Not Approved: _____

Date: _____

Supervisor: _____ Title: _____

Assoc. Dean: _____ Dean: _____