

# Online Professional Leave Procedure

Professional Leave forms for all employees are now online using the Informed K-12 system. **Printed forms are no longer available.** The Online Professional Leave Form can be found on the District's Intranet site or by following this link:

<https://tinyurl.com/prof-leave-form>

## **IMPORTANT FACTS FOR THIS PROFESSIONAL LEAVE:**

1. The online professional leave form includes pre-trip approval and post-trip approval processes within a single form. After Pre-Trip approval process, the form will be routed back to the requesting employee via email to hold until the event is completed.
2. Requests for Caseload Workdays are completed on a separate form found on the Intranet Site.
3. Approvers and reviewers can send this form back to the requesting employee for more information. Employees will be notified if a form requires additional actions.
4. If there are no reimbursable expenses, the form will be completed after the Pre-Trip actions by the Administrative Assistant.
5. Contact your building/department administrative assistant with questions regarding the online form.

**Please keep all emails from Informed K-12 regarding your professional leave form.** You must access the form after your professional leave to complete the reimbursement process.

Email [edtech@molineschools.org](mailto:edtech@molineschools.org) if you cannot find the form for Post-Trip Actions.

## Pre-Trip Professional Leave Actions

1. Click the link on the Intranet site or <https://tinyurl.com/prof-leave-form> to launch the form. The form will prompt you for your name and email address.

**\*\*Please review your email before clicking “Go to Form”.**

## MCV40 – Professional Leave

YOUR FULL NAME / SU NOMBRE COMPLETO

Craig Reid

YOUR EMAIL / SU CORREO ELECTRÓNICO

creid@molineschools.org

Enter to receive confirmation of submission.

[Go to form / Ir al formulario](#)

Employee Professional Leave Form		Administrative Offices Moline-Cent Valley Schools			
<b>Pre-Trip Actions: Part A - G</b>					
<b>PART A: Pre-Trip Employee &amp; Event Information</b>					
First Name:	Last Name:	Employee ID:			
Position:	School:	# Full Days Attending:	# Partial Days Attending:		
Dates of Leave: _____ to _____		Specific Event Description:			
*As per District policy, is this leave request within 2 weeks of event attendance?					
If No, Please explain:					
<b>**Agenda/Schedule/Registration Attachment is Required.</b>					
Description of Attachment:					
Event City:	State:	County:			
Substitute Required:	Number of Days Requiring a Sub: Number of Periods Requiring a Sub (Secondary Only):				
<b>Initial</b>					
I acknowledge that I am responsible for entering absence into AESOP for both sub and/or record of the canceled workday.					
I acknowledge that if this request is denied or not needed, I will remove the AESOP request for the canceled workday and notify my home school administrative assistant.					
<b>PART B: Pre-Trip Estimated Expenses</b>					
<i>Table # Meals Per Diem Rates (Full Day of Meals and Individual)</i>					
Primary Destination	County	Full Day Meals	Breakfast Only	Lunch Only	Dinner Only
Chicago	Cook / Lake	\$97	\$23	\$26	\$38
Bolingbrook / Romeoville / Lemont	Will	\$69	\$18	\$20	\$31
East St. Louis / O'Fallon / Fairview Heights	St. Clair	\$81	\$22	\$23	\$36
Oak Brook Terrace	DePage	\$75	\$20	\$22	\$33
Out of State	Out of State	\$87	\$23	\$26	\$38
Standard Rate	Ill. Counties Not Listed	\$63	\$16	\$19	\$28
# of Miles (Use Round Trip Total)		X Fiscal Year Rate	\$		
*Mileage should be calculated from specific home school DME.			\$		
Other Transportation Expenses			\$		
Lodging Expenses			\$		
<b>Meals Calculation - Use Per Diem Rates Per County Found in Table A Above</b>					
# of Full Day Meals		@ Rate	\$		
# of Breakfast (if not full day)		@ Rate	\$		
# of Lunches (if not full day)		@ Rate	\$		
# of Dinners (if not full day)		@ Rate	\$		
Meals Total			\$		
Registration			\$		
Miscellaneous			\$		
Total Estimated Expenses			\$		

2. Click **“Go To Form”** to start the form.
  - a. Fields in red are required.
  - b. Attachments are required for Pre-Trip and Post-Trip actions. You can submit multiple attachments using the same field.
3. Complete all parts of the Pre-Trip Form and click **“Sign Here”**.
4. Click **“Complete Form”**

**Failure to provide actual expenses when due will result in automatic payroll deduction of the advance amount.**

### PART D: Pre-Trip Applicant Signature for Request

I understand that my leave is not approved until signatures are obtained from my director supervisor and/or a central office administrator. I further understand and agree that all District guidelines must be followed.

Signature:

*Craig Reid*

Date: 1/7/2025

### PART E: Pre-Trip Building/Dept. Administrator Approval

#### Subject Chair K-8 Only/ Building Administrator

Anticipated Source of Funds: \_\_\_\_\_ / \_\_\_\_\_

Recommendation: \_\_\_\_\_ / \_\_\_\_\_ Other (Explanation): \_\_\_\_\_ / \_\_\_\_\_

Chair/Principal: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_

#### MHS Administration Only

Anticipated Source of Funds: \_\_\_\_\_ Continue \_\_\_\_\_

Recommendation: \_\_\_\_\_

MHS Assistant Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

5. After clicking “**Continue**”, you must choose your respective employee group, which determines how the form is routed to the correct approvers. If you do not see your employee group in the list, click “Not Listed” to route the form to your building administrator.

\*\*\*After step 5 is completed, the Pre-Trip approval routing process takes place. The form will be routed back to you via email upon final approval for the Pre-Trip. **Please keep this email.** **Reimbursement only:** you will access this email message after your trip to complete the Post-Trip actions.

## Post-Trip Professional Leave Instructions - **Reimbursement Only**

1. After the Pre-Trip actions have been completed and approved, the requesting employee will receive an email from Informed K-12 with a subject starting with “**Action Required**”. It will look similar to the example below. This is the message that will allow you to complete the Post-Trip Actions.

## Action Required - Professional Leave: Reid - Craig

13 messages

Craig Reid via Informed K12 <forms@informedk12.com>  
Reply-To: creid@molineschools.org  
To: creid@molineschools.org

Wed, Jan 8, 2025 at 3:30 PM



FORM WAITING

Hi Craig,

You have received a Professional Leave request from Reid - Craig requiring your approval or review.

You can check the status of your form by clicking on the button or link below at any time:

[View Your Form](#)

If you're unable to access the link above, please copy and paste this URL into your browser: [https://app.informedk12.com/docs/99?form\\_request\\_id=61429098&token=SKEzqUduVyiCRGnfN3TPqoL6](https://app.informedk12.com/docs/99?form_request_id=61429098&token=SKEzqUduVyiCRGnfN3TPqoL6)

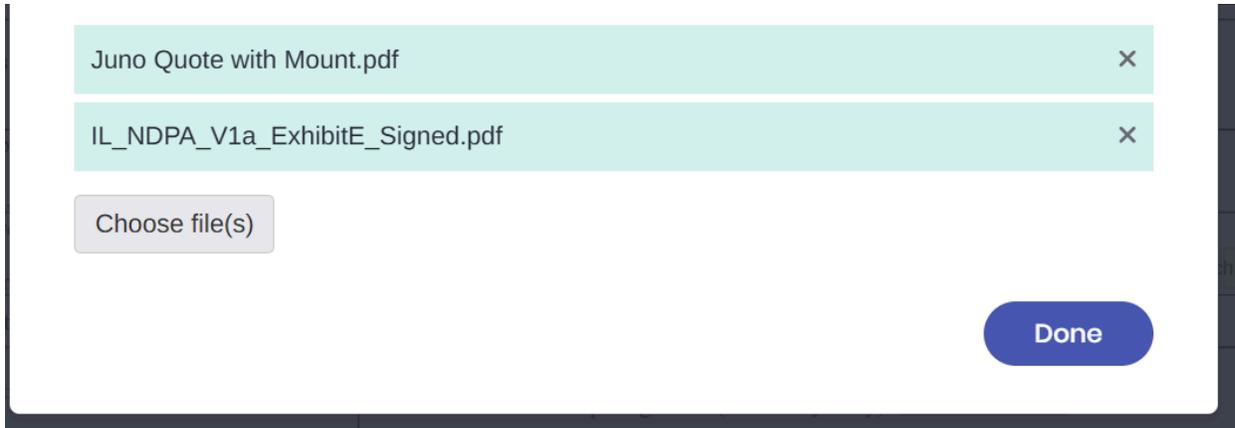
**Do not share this email**

This is your personal, private link to the form. Please do not forward or share this email.

	<b>Title</b> MCV40 - Professional Leave
	<b>For</b> Reid - Craig
	<b>Sent</b> 01/08/2025 3:30pm CST

Thanks,  
The Informed K12 Team

2. Click "View Your Form."
  - a. If you cannot find the email message for this step, please email [edtech@molineschools.org](mailto:edtech@molineschools.org) to submit a ticket. A reminder message will follow.
3. Complete the Post-Trip fields.
4. Attach the required documents. **Multiple documents** can be attached from the same field (i.e. lodging receipt and tolls).



5. Click “**Complete Form**” when all the required fields have been completed.

\*\*\*Upon completion, the form will go through the Post-Trip approval process. **PLEASE NOTE** that approvers can return this form to the requesting employee for further information or missing fields. You will be notified via email (from Informed K-12) that more action must be taken.

Upon final completion of the Post-Trip actions, the requesting employee will receive confirmation that the form is completed. The District’s Accounts Payable office will receive notification to process the reimbursement.