# **Online Professional Leave Procedure**

Professional Leave forms for all employees are now online using the Informed K-12 system. <u>Printed forms are no longer available</u>. 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.

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

Email <u>edtech@molineschools.org</u> if you cannot find the form for Post-Trip Actions.

### **Pre-Trip Professional Leave Actions**

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

NCV40 - Professional Leave		Employee Professional	Leave Form	,	Administrativ Ioline-Coal Val	Offices ey School
	search/bl/d	Pre-Trip /	Actions: Part A -	G		
	PART A: Pre-Trip Employee &	Event Information		,		
	First Name:	Last Name:		Em	ployee ID:	
OUR FULL NAME / SU NOMBRE COMPLETO	Position: Sc	ool:	# Full Days	Attending:	Partial Days Att	ending:
			Specific Ev	ent/Description:		-
	Dates of Leave: to					
Orain Daid	*As per District policy, is this large per	unt within 2 weaks of an	ent attendance?			
Craig Reid	The per District policy, is unsiteave req	the second a weeks of ev	con unconcellable?			
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	Description of Attachment	-				
	Event City:	State:		County:		
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- 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"

ranure to provide actual expense	s when due will result in automatic payroli dedi	uction of the advance amount.	
PART D: Pre-Trip Applica	nt Signature for Request		
I understand that my leave is not ap	proved until signatures are obtained from my direct	ctor supervisor and/or a central office administrator. I	
further understand and agree that al	I District guidelines must be followed.		
Signature: Craig Reid	L Date: 1/7/20	025	
J DADT F: Pro-Trin Building	Dent Administrator Annroval		
FARTE, ITC-ITIP Dunding	Popt. Administrator Approvar		
Subject Chair K-8 Only/ Building	<u>Administrator</u>		
Anticipated Source of Funds:	/		
Recommendation:	/ Other (Exp	lanation): /	
Chair/Principal:	/	Date: /	
MHS Administration Only			
anns Auministrution 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 - **<u>Reimbursement</u>** <u>**Only**</u>

 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 "<u>Action Required</u>". It will look similar to the example below. This is the message that will allow you to complete the Post-Trip Actions.

13 message	es		
Craig Reid Reply-To: cr To: creid@n	via Informed K12 <forms reid@molineschools.org nolineschools.org</forms 	@informedk12.com>	Wed, Jan 8, 2025 at 3:30 P
	🔗 Informed I	KI2 formerly Chalk	FORM WAITING
	Hi Craig,		
	You have received approval or review	a Professional Leave request from Re	eid - Craig requiring your
	You can check th at any time:	e status of your form by clicking on	n the button or link below
		View Your Form	
	If you're unable to browser: <u>https://ap</u> <u>61429098&amp;token=</u>	access the link above, please copy ar p.informedk12.com/docs/99?form_rec SKEzqUduVyiCRGnfN3TPqoL6	nd paste this URL into your quest_id=
	Do not share this	email	
	l his is your persor email.	hai, private link to the form. Please do	not forward or share this
		<u>Title</u> MCV40 - Professional Leave	
		<u>For</u> Reid - Craig <b>Sent</b>	
	in the second se	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 <u>edtech@molineschools.org</u> 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).

Juno Quote with Mount.pdf	×
IL_NDPA_V1a_ExhibitE_Signed.pdf	×
Choose file(s)	
	Done

5. Click "Complete Form" when all the required fields have been completed.

\*\*\*Upon completion, the form will go through the Post-Trip approval process. <u>PLEASE NOTE</u> 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.