

**Calvert County Public Schools
SYSTEM-SPONSORED LEAVE REQUEST**

TO: Susan Johnson
FROM: Janel McPhillips
DATE: October 22, 2019

Professional Leave
 Other Internal Leave

POSTED

The following staff member(s) are requesting leave to attend **Wave of Plastic** Professional Development
To be held at: Chesapeake Biological Lab
The date(s) of the proposed leave will be ~~November 20, 2019~~ January 23, 2020 returning to work ~~November 21, 2019~~ January 24, 2020.

Name	Reg. Ed. ✓	Spec. Ed. ✓	School	Substitute Coverage	Registration Fee	Mileage	Airfare	No Financial Assistance	MSDE Funded (Documentation)	Hotel	Meals	Other i.e. taxis, airport, etc
Chelsea Gallihugh	x		MCMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Doug Hendrix	x		CMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Jessica Minnich	x		WHMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Donna Miller	x		WHMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Melissa Campbell	x		WHMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Kristin Skiados	x		NMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Alan Cook	x		PPMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Don Dembrow	x		SMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Eric Turnbaugh	x		CMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Amanda Price	x		NMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Laura Collins	x		PPMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Michael Myers	x		PPMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Doug Kohan	x		PPMS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Angela Ward		X	CCS	YES	no	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Upon approval, I will submit to the Assistant Superintendent any purchase order(s) associated with this request. Upon my return, I will also submit a voucher itemizing all expenditures and including receipts as required by regulation.

PLEASE DO NOT FORWARD THIS FORM UNTIL YOU HAVE INDICATED THE FUNDING SOURCE AND THE ACCOUNT CODE TO BE USED FOR THIS REQUEST. SEND COMPLETED FORM AT LEAST **TWO WEEKS** PRIOR TO THE DATE OF THE TRAVEL/EVENT.

FUNDING SOURCE: Reimbursement from **Wave of Plastic – Chesapeake Biological Lab**
ACCOUNT CODE: 1-099-203-0100-0180/101-8900 (General Sub Fund in the short term)

APPROVE
 DISAPPROVE

Principal or Supervisor

Date

11/26/19

APPROVE
 DISAPPROVE

Director

Date

12/3/19

APPROVE
 DISAPPROVE

Assistant Superintendent

Date

12/2/19

Tracking: Sandra Nicholes will return this form to the teacher, principal, supervisor or director who initiated the request.
Revised October/2013

RECEIVED
DEC 2 2019
DEPT. OF INSTRUCTION