



NEW BRUNSWICK PUBLIC SCHOOLS

PROFESSIONAL DEVELOPMENT /

SCHOOL BUSINESS REQUEST FORM

Requests for professional days must be approved in advance. The district policy is that **all** Professional Development Days and School Business Days OUT OF DISTRICT are inputted in the AESOP system by payroll after the completed [Professional Development Form](#) has been approved by all administrators listed on the form.

The only exception is regular business travel - i.e., single-day travel that is not professional development and is required to carry out the duties of your position. Example: CST visits to potential or current out-of-district schools.

Procedures for approval are as follows:

1. **Requests for approval** are to be submitted on the “[Request for Professional Day Absence](#)” form
 - i. Each employee who wants to request a **Professional Day** or **School Business Day** should complete the form and submit to their immediate supervisor.
 - ii. When the immediate supervisor approves, they will sign the form and submit to the Supervisor of Professional Development. (original signatures via the pony)
 - iii. When approved by the Supervisor of Professional Development, it will then be forwarded to payroll for either the Superintendent or his designee’s approval.
 - iv. Requests received **three weeks** in advance will receive appropriate consideration.
2. Prior to making a request, the district professional **development calendar** must be checked for date availability, to avoid conflicts with in-district professional development sessions.
3. The request for approval must be accompanied by a registration form and an agenda or brochure.
4. **If your request is approved**, you will receive an email via Aesop with the confirmation of the date and event. **Only after receipt of the approved Aesop email should you make a commitment or payment to attend the conference/workshop.** **If you do not have the confirmation from the Frontline system that the day is approved before the requested day, you do not have the approval to attend. If you attend without that approval, it will count as an unpaid day.**
5. **If the conference is cancelled, you must notify the Payroll Office**, who will then be responsible to update your Aesop account.

IN-SCHOOL BUSINESS DAY PROCESS

An in-school business day request requires that each staff member put the day into Aesop as an **unpaid day**, with a description of said event in the notes (ie. field trip, committee meeting, etc.). The staff member must swipe in and out on said day. Once the staff member's swipe in and out have been confirmed for said day and event, payroll will change the day to an **in-district school business day**.



Prepare • Empower • Inspire

NEW BRUNSWICK PUBLIC SCHOOLS PROFESSIONAL DEVELOPMENT / SCHOOL BUSINESS REQUEST FORM

EMPLOYEE INFORMATION – PLEASE PRINT

Staff Member's Name:			
Location:			
Request for Substitute:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Principal/Supervisor:			

PROFESSIONAL DEVELOPMENT DAY

Please explain professional day(s) below. Kindly attach documentation: registration form, board approval, agenda, brochure, etc. (MAXIMUM: 2 per year/certificated staff, 1 per year/support staff)

Professional Development <i>Date(s)</i> :	<input type="checkbox"/> FULL DAY	<input type="checkbox"/> AM	<input type="checkbox"/> PM
CONFERENCE / EVENT:			
TITLE:			
LOCATION (CITY/STATE):			
EXPLANATION:			

SCHOOL BUSINESS DAY MUST BE REQUESTED BY A SUPERVISOR

School Business – Out of District <i>Date(s)</i> :	<input type="checkbox"/> FULL DAY	<input type="checkbox"/> AM	<input type="checkbox"/> PM
EXPLANATION:			

COMPLETED AND SIGNED FORM MUST BE SUBMITTED TO THE PAYROLL OFFICE

Staff Member's Signature:	Date:
Principal/Supervisor/Administrator's Signature: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Date:
Supervisor Of Professional Development Signature <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Date:
Superintendent/Superintendent's Designee's Signature: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Date:
IF DENIED, EXPLAIN WHY:	