



Teacher Professional Leave Request

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

Form #003-F22
February 2025

Clear Form

This form is for teachers to use when requesting Professional Leave days from the Curriculum Office under Article XXVII G, of the negotiated agreement between FCTA and FCPS.

NOTE: Adjustments cannot apply beyond two pay periods and a separate form must be submitted for each payroll period.

Date Submitted: _____ First Name: _____ Last Name: _____

Work Location: _____ Position: _____ Employee ID: _____

Name/Title of Activity: _____

Activity Description:

Activity Dates: _____ Number of Days Requested: _____

How will activity benefit students?

How will learning be shared with staff?

Requestor signature: _____ Date: _____

Approved: Yes No, Denied

Curriculum Specialist Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Reason for Denial: Activity not supported
Insufficient PL days available (If denied for insufficient days, you may request personal leave)
Other(explain)

Review of denial for insufficient days:

Director Signature: _____ Date: _____