



Columbus Education Association

Columbus City Schools/ Columbus Education Association

Certificated Professional Leave
Guidelines & Schedule
2024-2025

Contact information:

ProfessionalLeaves@columbus.k12.oh.us

Master Agreement (2022-2025)

702.16 The Professional Leave Committee established by a “Memorandum of Agreement” in 1986 will continue to function as set forth in said memorandum and as agreed to by the parties. Further the Board will provide \$200,000 per school year to fund this professional leave provision.

You may download and print these documents as needed from the Human Resources section of the Internet at <http://www.ccsok.us/HRAdministration.aspx>.

Certificated Professional Leave Guidelines & Schedule

The committee will review requests and provide decisions in compliance with the guidelines below and the Committee Schedule.

1. **Requests received after the activity has occurred will be denied. NO EXCEPTIONS**
2. Preference will be given to workshops offered in the Columbus area and in the State of Ohio.
3. Submit conference/activity travel requests for approval according to the committee schedule below.
4. Trips outside the continental United States are not eligible for approval.
5. The current fiscal year begins July 1, 2024, and ends June 30, 2025.
6. Summer activities (2025) are encouraged provided there are funds available from the current fiscal year.
7. Professional leave cannot be used for activities to obtain college credits or certification.
8. **Applicants are limited to \$1800 over a two (2) year period. You may use your discretion as to how many activities you request to attend as long as the total is \$1800 or less for the two-year period.**
9. Cost of Substitute is deducted from CEA Professional Leaves funding.
10. Preference will be given to staff who have not utilized the fund within the last two years.
11. No more than two teachers per building will be approved for a particular activity.
12. The total number of teachers attending an out-of-state conference will be limited to five or fewer across the district.
13. If your professional leave dates overlap district professional development days, you will be required to make up your district professional development within the workday. View the calendars here:
 - [2024-2025 Traditional School Year Calendar](#)
 - [2024-2025 Woodcrest Elementary School Year-Round Calendar](#)
14. Expenses will not be approved in conjunction with Personal Leave use. When a request is denied due to substitute availability, expenses will not be authorized if the individual elects to use Personal Leave.
15. **Travel – hotel/per diem – will only be considered for travel outside of the local boundaries set by district policy. See Employee Travel Reimbursement Guidelines here:**
 - [CCS Employee Travel Reimbursement Guidelines](#)
16. Membership in a professional organization is not reimbursable from this program unless such membership reduces the cost of the conference registration by an amount equal to or greater than the cost of such membership.
17. **Permission to attend a professional activity which requires neither funding nor a substitute should be approved with your immediate supervisor and will not be considered through the Professional Leave Committee.**
18. *Any changes to the approved requests must be cleared through the Professional Leave Committee and your supervisor.*

Supervisors will consider the below criteria for eligibility:

- Must be an active employee
- No more than 2 teachers per building for the same activity
- Not on an unpaid leave of absence
- District/State Testing
- Other criteria are at the discretion of and review by the committee

Committee & Submission Schedule

<i>Request Must be Submitted to HR by 4pm on:</i>	<i>For Review at the Committee Meeting on:</i>
August 30, 2024	September 5, 2024
September 27, 2024	October 3, 2024
November 1, 2024	November 7, 2024
November 29, 2024	December 5, 2024
December 27, 2024	January 3, 2025
January 31, 2025	February 6, 2025
February 28, 2025	March 6, 2025
March 28, 2025	April 3, 2025
April 25, 2025	May 1, 2025

*Requests submitted after the date of the conference/activity will be denied.

**Columbus City Schools Office of the Treasurer
Employee Travel Reimbursement Guidelines**

Per Board Policy 6550 – TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines. Click [here](#) to view the payment and reimbursement guidelines on the Intranet. *You must be on a district computer to access the intranet.

Payment and reimbursement rates for mileage shall be in accordance with the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on a personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

All travel shall comply with the travel procedures and rates established in the administrative guidelines.

Effective 7/1/15

FY 2024 (2024-2025SY) Conference Cheat Sheet

- Employee submits Professional Leave Request Form: [2024-2025 CEA Professional Leave Request](#)
- Once request is approved by the Professional Leave Committee, an approval letter will be sent to the employee.
- A purchase order will be processed for the employee and sent to the employee via email from the Columbus City Schools Purchasing Department

After receiving his/her purchase order the employee MUST:

- Complete the conference/activity registration. Provide the purchase order number if asked and submit the registration form to the vendor.
- Billing address: **Accounts Payable – 270 E. State Street, Columbus, OH 43215**
- If pre-payment of a conference registration is required, attach the registration form to a copy of the purchase order and send to Accounts Payable. This cannot be paid without a copy of the purchase order **and** the registration form
- Confirm BOTH hotel and conference availability before making air reservations. **The employee is responsible for any costs associated with canceling or changing air reservations.**
- Employee may contact travel agent (Uniglobe @ 614-237-4488) for air estimates and to book the air reservation and/or hotel reservation. Hotel reservations made through the travel agent require an employee payment (non-reimbursable) convenience fee. Employees are required to stay in the conference hotel unless full.

After returning from the conference/activity the employee MUST submit the following items to Accounts Payable within 30 days of your return:

- [Claim form](#)
- Hotel folio
- Air itinerary
- Conference registration receipt
- Paid shuttle receipt
- Paid CMH parking receipt
- Paid airline baggage receipts
- Certification of conference attendance verifying the event, place, dates and for the purpose given.
- Certification that their per diem claim reflects a deduction for any meals provided by the conference