

PROFESSIONAL MEETING “BLANKET” LEAVE REQUESTS

In order to submit annual “Blanket” Professional Meeting Requests and not have the system show you as out of the building every day of the year, use the following information for your request:

1. Start & End of Leave: **Use July 1, 2026 – July 1, 2026** (Use SAME Date/Year for start & end dates) **OR** **Use August 1, 2026 – August 1, 2026** (based on your contract work year).
2. Start & End Time: **Use 12:00 am to 12:00 am**
3. Total Time Requested: **Type .001** (this will allow you to submit multiple requests using this same date)
4. Reason: (Example) Meetings at Associate Districts July 1, 2026 – June 30, 2027 (Use full year dates here)
5. Purpose of Leave: (Example—Repeat Reason) Meetings at Associate Districts July 1, 2026 – June 30, 2027
6. Estimated Costs: Enter applicable costs
7. Event Location: City & State are required fields. If multiple locations use ‘Various’ for City.

[Leave Request Details](#) [Leave Request Daily Details](#) [Leave Request Approval Trail](#)

Position • 1 - EXEC ASST HR/PAYROLL	Leave Type • Professional
Leave Type Sub Category • PM - Professional Meeting	
Reason • Meetings at Associate Districts July 1, 2026 - June 30, 2027	
Start of Leave • 7/1/2026 12:00 AM	End of Leave • 7/1/2026 12:00 AM
Total Time Requested • 0.001	Phone Number
Comments Comments pertaining to this leave request	Substitute Comments
Supervisor Name RICHARD BERDINE	<input type="checkbox"/> Substitute Needed?

Leave Expenses

Purpose of Leave/Leave Description •

Meetings at Associate Districts July 1, 2026 - June 30, 2027

Estimated Costs

Registration Fees

\$ 0

Meals Amount

\$ 0

Event Location

Street 1

Street 2

City •

Various

State •

OH - Ohio

Vendor Location

Street 1

Street 2

City

State