

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	
Select a value or enter a time in the format hh:mm am/pm		Select a value or enter a time in the format hh:mm am/pm	
Total Time Requested • 0.001		Phone Number	
Length of Absence must be by Day. Has a minimum value of 0.001			
Comments Comments pertaining to this leave request		Substitute Comments Enter the name(s) and contact information, if available, for any possible Substitute(s) you w the Substitute.	
Supervisor Name RICHARD BERDINE		☐ 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