

**HERNANDO COUNTY SCHOOL DISTRICT  
Leave of Absence Form**

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type) <u>Clifford</u>	FIRST <u>Christopher</u>	INITIAL <u>L</u>	EMPLOYEE I.D. NUMBER <u>10305</u>
POSITION <u>Principal</u>			SCHOOL/COST CENTER <u>DSPMS/0241</u>

Except in the case of an emergency, all leave, other than sick leave, must be approved in advance. If the request for sick leave is pre-planned (i.e. doctor's appointment), it must be pre-approved. For sick leave absences that are not pre-planned, this form must be completed upon return within five (5) working days.

**TO BE COMPLETED BY APPLICANT:**

I hereby apply for:

This leave is requested:  With Pay     Without Pay     Substitute Needed

- Sick Leave
- Personal Leave (charged to Sick Lv.)
- Personal Leave (Without Pay)
- Professional Leave
- Other \_\_\_\_\_
- Worker's Comp
- Military Leave
- Vacation Leave
- Temporary Duty (Attach documentation)
- Compensatory Time (non-exempt employees only)

**\*Note:** This leave does not constitute any salary in addition to that which the individual would normally receive for the dates indicated herein.

- Per Diem
- Mileage
- Meals
- Registration
- Hotel Expense (Single Room Rate)

Number of Hours Requested 8.0

Purpose/Benefit (DO NOT use acronyms) AMLE24 National Conference

Destination Nashville, TN

BEGINNING		ENDING	
Time <u>8:00</u> AM	_ PM	Time _____ AM	_ PM
Day of Week <u>Sat.</u>	Date <u>11/9/24</u>	Day of Week <u>Sat.</u>	Date <u>11/9/24</u>


**SOURCE OF FUNDS**

SUBSTITUTE CHARGED TO:

TRAVEL EXPENSE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

FUND	FUNCTION	OBJECT	CENTER	PROJECT

Signature of Applicant  Date 9/4/24

**FOR OFFICE USE ONLY:**                       APPROVED                       NOT APPROVED

Site Administrator/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Project Director (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY PRINCIPAL OR SUPERVISOR AND SUBMITTED WITH THE REGULAR PAYROLL.**

This leave constitutes \_\_\_\_\_ hour(s) for the regular employee listed above.

Name of substitute(s) (if any): \_\_\_\_\_ Amount of Time substituting:

\_\_\_\_\_ hours: \_\_\_\_\_ days.

\_\_\_\_\_ hours: \_\_\_\_\_ days.

My Time Off Requests - My Requests

Date	Time	Amount	Type	Status	Year	Time Off Code	Rea:
11/06/2024 Wed	8:00 am	8h 00m	Used	Approved	Current	TEMPORARY DUTY	TEM

Expand All Collapse All

Time Off Information

Name: CHRISTOPHER L CLIFFORD  
 Date: 11/06/2024 Wed  
 Status: Approved  
 Time Off Code: TEMPORARY DUTY  
 Reason: TEMP DUTY  
 Reason Long Description: TEMPORARY DUTY  
 Description: AMLE National Conference - The expense is in our Title 1 budget. We are submitting information for Board approval. Brandon and I are planning on attending  
 Type: Used  
 Days/Hours: 8h 00m  
 Start Time: 8:00 am

Approval History

Status	Name	Date	Time	Notes
Approved	GINAD MICHALICKA	08/23/2024 Fri	1:29 pm	
Approved	GLORIA JEAN JEDINAK	08/22/2024 Thu	8:43 am	
Created	CHRISTOPHER L CLIFFORD	08/20/2024 Tue	1:08 pm	

My Time Off Requests - My Requests

Date	Time	Amount	Type	Status	Year	Time Off Code	Rea:
11/07/2024 Thu	8:00 am	8h 00m	Used	Approved	Current	TEMPORARY DUTY	TEM

[Expand All](#) [Collapse All](#)

**Time Off Information**

Name: CHRISTOPHER L CLIFFORD  
 Date: 11/07/2024 Thu  
 Status: Approved  
 Time Off Code: TEMPORARY DUTY  
 Reason: TEMP DUTY  
 Reason Long Description: TEMPORARY DUTY  
 Description: AMLE National Conference - The expense is in our Title 1 budget. We are submitting information for Board approval. Brandon and I are planning on attending  
 Type: Used  
 Days/Hours: 8h 00m  
 Start Time: 8:00 am

**Approval History**

Status	Name	Date	Time	Notes
Approved	GINAD MICHALICKA	08/23/2024 Fri	1:29 pm	
Approved	GLORIA JEAN JEDINAK	08/22/2024 Thu	8:43 am	
Created	CHRISTOPHER L CLIFFORD	08/20/2024 Tue	1:08 pm	

My Time Off Requests - My Requests

Date	Time	Amount	Type	Status	Year	Time Off Code	Rea:
11/08/2024 Fri	8:00 am	8h 00m	Used	Approved	Current	TEMPORARY DUTY	TEM

Expand All Collapse All

Time Off Information

Name: CHRISTOPHER L CLIFFORD  
 Date: 11/08/2024 Fri  
 Status: Approved  
 Time Off Code: TEMPORARY DUTY  
 Reason: TEMP DUTY  
 Reason Long Description: TEMPORARY DUTY  
 Description: AMLE National Conference - The expense is in our Title 1 budget. We are submitting information for Board approval. Brandon and I are planning on attending  
 Type: Used  
 Days/Hours: 8h 00m  
 Start Time: 8:00 am

Approval History

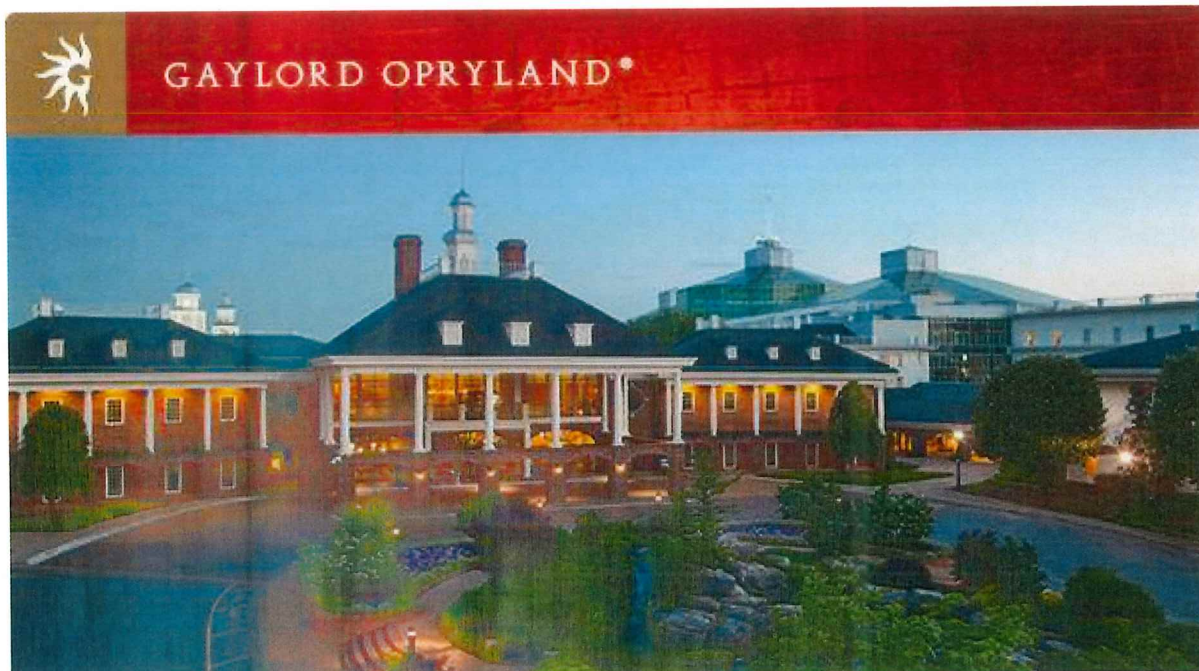
Status	Name	Date	Time	Notes
Approved	GINA D MICHALICKA	08/23/2024 Fri	1:29 pm	
Approved	GLORIA JEAN JEDINAK	08/22/2024 Thu	8:43 am	
Created	CHRISTOPHER L CLIFFORD	08/20/2024 Tue	1:08 pm	

From: The Gaylord Opryland Resort & Convention Center Team info@cvent.com

Subject: Gaylord Opryland Resort & Convention Center Reservation Confirmation For AMLE Annual Conference & Exhibit 2024

Date: August 31, 2024 at 10:23:23 PM

To: Chris Clifford coachclifford@me.com



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Dear Chris,

We are pleased to confirm your reservations for the AMLE Annual Conference & Exhibit 2024 at Gaylord Opryland Resort & Convention Center. Our entire staff is looking forward to your arrival.

To update your reservation online, click the button below



Below is a summary of your booking and room information. Should your travel plans change and you need to make updates to your reservation, click the red "Update Now" button on the right hand side of this email or call 877-491-0442.

Take advantage of Mobile Check-In. Have you added your Marriott Bonvoy™ number to your reservation? If not, please click the red "Update Now" button to add it. We'll notify you via the Marriott Bonvoy app when your room is ready. Not a Marriott Bonvoy member? [Join now!](#)

We look forward to welcoming you soon!

- Gaylord Opryland Resort & Convention Center



## Wayfinding App

Download for step-by-step directions around the resort and access to the amenities, resources and reservations you need.

[Download the app from you apple store or google play.](#)

### Reservation Details

**Online Confirmation Number:** XH3CQE34

**Hotel Confirmation Number:** 77957231

**Date Booked:** Aug 31, 2024

**Reservation Name:** Chris Clifford

**Arrival Date:** Nov 6, 2024

**Departure Date:** Nov 9, 2024

**Room Type:** Run Of House Room

**Special Requests:**

Number of Rooms: 1

Number of Rooms: 2

Guests:

	Date	Guests	Status	Rate
<b>Nightly Rate &amp;</b>	Nov 6, 2024	2	Confirmed	249.00
	Nov 7, 2024	2	Confirmed	249.00
	Nov 8, 2024	2	Confirmed	249.00

Status:	Additional Guest	Rate
	Second Guest	0.00
	Third Guest	20.00
	Fourth Guest	20.00

**Total Charge:** 747.00

Room rates shown do not include \$2.50 city tax per night, 7% hotel tax per night and 9.25% state tax per night (subject to change), or parking fees. Total charges presented on the website will include all room taxes but not any applicable parking charges

- Tax** - Hotel-wide high-speed internet access
- Disclosures:**
  - Unlimited local and long-distance calls
  - Daily scheduled shuttle service to Opry Mills & The Inn at Opryland
  - Bottled water (2x daily)
  - Daily Dry Cleaning credit of up to \$10 per room towards dry cleaning (credit is not cumulative through stay)
  - Transportation to Gaylord Springs Golf Links practice range access and daily bucket of balls (rental club provided; appropriate attire required)

**Cancellation Policy:** All reservations are charged a one night room and tax deposit after booking. If you are unable to honor your reservation with us, please cancel 72 hours prior to your arrival date or your first night's room and tax deposit will be retained.



**Gaylord Hotels** *Explore Our Locations*



**Gaylord National Resort**  
National Harbor, Maryland  
(Washington D.C. Area)



**Gaylord Opryland Resort**  
Nashville, Tennessee  
(Music City)



**Gaylord Palms Resort**  
Kissimmee, Florida  
(Orlando Area)



**Gaylord Texan Resort**  
Grapevine, Texas  
(Dallas/Ft. Worth Area)

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From: Southwest Airlines southwestairlines@ifly.southwest.com  
 Subject: You're going to Nashville on 11/06 (4LJBC4)!  
 Date: August 31, 2024 at 10:11:19 PM  
 To: Chris Clifford coachclifford@me.com

Here's your itinerary & receipt. See ya soon!  
[View in web browser](#) | [View our mobile site](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

**⚠ Travel notice**

**REAL ID Requirement:** Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit [www.tsa.gov](http://www.tsa.gov) for a list of acceptable forms of ID and additional information regarding REAL ID requirement.



Hello friends,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

NOVEMBER 6 - NOVEMBER 9

**TPA** ✈ **BNA**

Tampa to Nashville

Confirmation # **4LJBC4**

Confirmation date: 08/31/2024

**PASSENGER** Chris Phd Clifford  
**RAPID REWARDS #** [Join](#) or [Log in](#)  
**TICKET #** 5262555882403  
**EST. POINTS EARNED** 1,144

**PASSENGER** Tina Ridsdale Clifford  
**RAPID REWARDS #** [Join](#) or [Log in](#)  
**TICKET #** 5262555882402  
**EST. POINTS EARNED** 1,144

Rapid Rewards® points are only estimations. Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List preferred status or Companion Pass qualifying points.

**Your itinerary**

Flight 1: Wednesday, 11/06/2024 Est. Travel Time: 1h 55m Wanna Get Away®

**FLIGHT  
# 1308**

**DEPARTS**  
**TPA 11:25AM**  
Tampa

**ARRIVES**  
 **BNA 12:20PM**  
Nashville

Flight 2: Saturday, 11/09/2024 Est. Travel Time: 1h 50m Wanna Get Away®

**FLIGHT  
# 4311**

**DEPARTS**  
**BNA 04:35PM**  
Nashville

**ARRIVES**  
 **TPA 07:25PM**  
Tampa

## Payment information

### Total cost

#### Air - 4LJBC4

Base Fare	\$	380.94
U.S. Transportation Tax	\$	28.58
U.S. 9/11 Security Fee	\$	22.40
U.S. Flight Segment Tax	\$	20.00
U.S. Passenger Facility Chg	\$	18.00
<b>Total</b>	<b>\$</b>	<b>469.92</b>

### Payment

August 31, 2024	
<b>Payment Amount</b>	<b>\$234.96</b>
Amer Express ending in 1001	
<hr/>	
August 31, 2024	
<b>Payment Amount</b>	<b>\$234.96</b>
Amer Express ending in 1001	

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket numbers : 5262555882403 , 5262555882402

## All your perks, all in one place. (Plus a few reminders.)



**Wanna Get Away® fare:** Your two bags fly free®, no change or cancel fees, 6X Rapid Rewards® points, and free same-day standby (taxes and fees may apply but refunds will be provided). [Learn more.](#)



Make sure you know [when to arrive at your airport.](#) Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit. If you don't cancel your reservation in time, your funds will be forfeited.

## Prepare for takeoff


Use our app to make changes to your trip, get a boarding pass, & more.




# Don't miss out on automatic check-in

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Choose a hotel in Nashville.

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5262555882402: NONREF/NONTRANSFERABLE -BG WN TPA WN BNA92.91WN TPA97.56USD190.47END ZP TPA5.00BNA5.00 XF TPA4.5BNA4.5

AYNVR2H AYNVR2H  
FDNVH2H FDNVH2H

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Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.

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