

**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) Wright	FIRST Brandon	INITIAL J.	EMPLOYEE I.D. NUMBER 13457
POSITION Assistant Principal			SCHOOL/COST CENTER D5PM5/0241

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

- | | |
|---|---|
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> Worker's Comp |
| <input type="checkbox"/> Personal Leave (charged to Sick Lv.) | <input type="checkbox"/> Military Leave |
| <input type="checkbox"/> Personal Leave (Without Pay) | <input type="checkbox"/> Vacation Leave |
| <input type="checkbox"/> Professional Leave | <input checked="" type="checkbox"/> Temporary Duty (Attach documentation) |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> 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.

- | | | |
|---------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Per Diem | <input type="checkbox"/> Mileage | <input type="checkbox"/> Meals |
| <input type="checkbox"/> Registration | <input type="checkbox"/> 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 <u>4:00</u> PM	Day of Week <u>Sat.</u>	Day of Week <u>Sat.</u>
Date <u>11/9/24</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

X Signature of Applicant [Signature] 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.

DISTRIBUTION:
 White : Payroll
 Yellow : Applicant (Attach to Travel Reimbursement form)
 Pink : Applicant
 Gold : Site Administrator

My Time Off Requests - My Requests

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
11/06/2024 Wed	8:00 am	8h 00m	Used	Approved	Current	TEMPORARY DUTY	TEMP DUTY	Attending AMLE Conference in	

Expand All Collapse All

Time Off Information

Name: **BRANDON J WRIGHT**
 Date: **11/06/2024 Wed**
 Status: **Approved**
 Time Off Code: **TEMPORARY DUTY**
 Reason: **TEMP DUTY**
 Reason Long Description: **TEMPORARY DUTY**
 Description: **Attending AMLE Conference in Nashville, TN**
 Type: **Used**
 Days/Hours: **8h 00m**
 Start Time: **8:00 am**

Approval History

Status	Name	Date	Time	Notes
Approved	CHRISTOPHER L CLIFFORD	08/23/2024 Fri	4:19 pm	
Created	BRANDON J WRIGHT	08/22/2024 Thu	2:27 pm	

My Time Off Requests - My Requests

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
11/07/2024 Thu	8:00 am	8h 00m	Used	Approved	Current	TEMPORARY DUTY	TEMP DUTY	Attending AMLE Conference li	

Expand All Collapse All

Time Off Information

Name: **BRANDON J WRIGHT**
 Date: **11/07/2024 Thu**
 Status: **Approved**
 Time Off Code: **TEMPORARY DUTY**
 Reason: **TEMP DUTY**
 Reason Long Description: **TEMPORARY DUTY**
 Description: **Attending AMLE Conference in Nashville, TN**
 Type: **Used**
 Days/Hours: **8h 00m**
 Start Time: **8:00 am**

Approval History

Status	Name	Date	Time	Notes
Approved	CHRISTOPHER L CLIFFORD	08/23/2024 Fri	4:19 pm	
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My Time Off Requests - My Requests

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
11/08/2024 Fri	8:00 am	8h 00m	Used	Approved	Current	TEMPORARY DUTY	TEMP DUTY	Attending AMLE Conference i	

Expand All Collapse All

Time Off Information

Name: **BRANDON J WRIGHT**
 Date: **11/08/2024 Fri**
 Status: **Approved**
 Time Off Code: **TEMPORARY DUTY**
 Reason: **TEMP DUTY**
 Reason Long Description: **TEMPORARY DUTY**
 Description: **Attending AMLE Conference in Nashville, TN**
 Type: **Used**
 Days/Hours: **8h 00m**
 Start Time: **8:00 am**

Approval History

Status	Name	Date	Time	Notes
Approved	CHRISTOPHER L CLIFFORD	08/23/2024 Fri	4:19 pm	
Created	BRANDON J WRIGHT	08/22/2024 Thu	2:27 pm	

Fwd: You're going to Nashville on 11/06 (4LIQT4)!

hockeyslax8621 <hockeyslax8621@aol.com>

Thu 9/5/2024 9:05 AM

To: Brandon Wright <wright_b@hcsb.k12.fl.us>

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Sent from my iPhone

Begin forwarded message:

From: Southwest Airlines <southwestairlines@ifly.southwest.com>

Date: August 31, 2024 at 10:09:00 PM EDT

To: hockeyslax8621@aol.com

Subject: You're going to Nashville on 11/06 (4LIQT4)!

Reply-To: Southwest Airlines <no-reply@ifly.southwest.com>

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



Southwest

[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 for a list of acceptable forms of ID and additional information regarding REAL ID requirement.

Hi Brandon,

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 # **4LIQT4**

Confirmation date: 08/31/2024

PASSENGER **Brandon Wright**
RAPID REWARDS # **323830522**
TICKET # **5262555881374**
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®

	DEPARTS	ARRIVES
FLIGHT # 1308	TPA 11:25AM Tampa	BNA 12:20PM Nashville

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

	DEPARTS	ARRIVES
FLIGHT # 4311	BNA 04:35PM Nashville	TPA 07:25PM Tampa

Payment information

Total cost

Air - 4LIQT4		
Base Fare	\$	190.47
U.S. Transportation Tax	\$	14.29
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	10.00
U.S. Passenger Facility Chg	\$	9.00
Total	\$	234.96

Payment

August 31, 2024		
Payment Amount		\$229.36
Visa ending in 8750		
August 31, 2024		
Payment Amount		\$5.60
Flight Credit WJKY5W		

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

Your ticket number : 5262555881374

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.



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Don't miss out on automatic check-in

When available, EarlyBird Check-In® reserves your boarding position up to 36 hours before your flight, earlier than regular check-in.

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Earn up to 10,000 Rapid Rewards® points per night

Choose a hotel in Nashville.

Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

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5262555881374: NONREF/NONTRANSFERABLE -BG WN TPA WN BNA92.91WN TPA97.56USD190.47END ZP TPA5.00BNA5.00 XF TPA4.5BNA4.5

AYNVR2H
FDNVH2H

If you do not plan to travel on your flight: In accordance with Southwest's No-Show Policy, if you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to the scheduled departure time of your flight. Any Customer who fails to cancel reservations for a Wanna Get Away® or Wanna Get Away Plus™ fare segment at least ten (10) minutes prior to the scheduled departure time and who does not board the flight will be considered a no-show, and all remaining unused Wanna Get Away or Wanna Get Away Plus funds will be forfeited. All remaining unused Business Select® or Anytime funds will be converted to a flight credit. If you no-show for your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards® account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of a flight credit. **Starting July 1, 2023 (12:00 a.m. CT), for**

Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid 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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Southwest Airlines
2702 Love Field Drive
Dallas, TX 75235
1-800-1-FLY-SWA (1-800-435-9792)

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

The Gaylord Opryland Resort & Convention Center Team <info@cvent.com>

Sat 8/31/2024 5:55 PM

To: Brandon Wright <wright_b@hcsb.k12.fl.us>

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Gaylord Opryland

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Dear Brandon,

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.


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

To update your reservation online, click the button below

 [Book Now](#)

Reservation Details

Online Confirmation Number: Y5SVP9YF

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](#)

Hotel Confirmation Number: 77554359

Date Booked: Aug 31, 2024

Reservation Name: Brandon Wright

Arrival Date: Nov 6, 2024

Departure Date: Nov 9, 2024

Room Type: Run Of House Room

Special Requests:

Number of Rooms: 1

Number of Guests: 1

	Date	Guests	Status	Rate
Nightly Rate & Status:	Nov 6, 2024	1	Confirmed	249.00
	Nov 7, 2024	1	Confirmed	249.00
	Nov 8, 2024	1	Confirmed	249.00
	Additional Guest		Rate	
	Second Guest			0.00
	Third Guest			20.00
	Fourth Guest			20.00

Total Charges: 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

- Hotel-wide high-speed internet access
- 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)

Tax Disclosure:

**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.

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