
Appendix P3 - Professional Development Leave Report TEAR SHEET

THIS TEAR SHEET IS FOR DISTRICT OFFICE OF HUMAN RESOURCES USE ONLY

(To be returned to applicant as validation that the Appendix P3 PDL Report was received by the District office of Human Resources)

This is to confirm that an Appendix P3- PDL Report was received in the District Office of Human Resources from the faculty member listed below.

Name of Faculty: _____ Campus: ☐ DA ☐ FA

Department _____ Date Received: ____/____/____

Received by _____
Signature of the District Office of Human Resources Staff Member

- Return signed original to Faculty Member
- Submit a copy with the PDL Report