

**Center Grove Community School Corporation**  
**Professional Leave Request**  
Additional Billing Information

Information for buildings

- A Professional Leave Request Form must be completed and approved.
- Additional Billing Information (below) needs to be attached to form and submitted to Corporate Accounts Receivable (Brooke Ward).
- Corporate Accounts Receivable will bill and collect after costs have occurred.
- Buildings will not need to invoice or receive any amounts for Professional Leave Reimbursement.
- Reimbursements will be received and tracked at the corporate level.

Reimbursement Rates

Cert. Sub - with Sub Permit	\$65.00
Cert. Sub – with current Teaching License	\$75.00
Retired from Center Grove	\$85.00

Additional:

FICA	7.65%
TRF – Sub.	7.5%
PERF	11.2%
Workman's Comp – Professional	0.32%
Workman's Comp – Police/ Drivers	2.54%
Workman's Comp – Chauffeurs & Helpers	3.27%
Workman's Comp – All Other	3.28%

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Please complete this form and attach to the Professional Leave Request Form

Entity to be billed:

Name	Address	Phone

Additional Information needed for billing:

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