

Dear Administrator,

I have applied for a CEA Professional Leave to attend a conference or activity that requires your approval via Microsoft Power Automate before it can be submitted to the committee for further review. **Your approval must be submitted within 30 days of my request.**

Supervisors should consider the below criteria for eligibility:

- Must be an active employee
- No more than 2 teachers per building for the same activity
- Not on an unpaid leave of absence
- District/State Testing dates
- \*Other criteria are at the discretion of and review by the committee

General guidelines and information can be found here: [CEA Professional Leave Guidelines and Schedule](#)

There are two ways to approve/deny this request: via the email from Microsoft Power Automate or by signing into Microsoft Teams. *If you have issues locating the email, the best solution is Microsoft Teams.*


#### **Approve via email from Microsoft Power Automate:**

To approve via email, if you do not have the email pulled up - search your inbox, clutter/junk and deleted email boxes for “Microsoft Power Automate.” Within the email there is an “approve” or “reject” button towards the bottom, click on either one to approve or deny the request.

#### **Approve via Microsoft Teams:**

Go to your Microsoft Teams, you should have an icon on your desktop, if not, you can search “Microsoft Teams” in your URL and download it.



Once you are in Microsoft Teams, look in the left side bar for the approval icon  , if it is not there lick on the “...” in the left side bar and then click on the approval icon shown above.

If you need further assistance please email [ProfessionalLeaves@columbus.k12.oh.us](mailto:ProfessionalLeaves@columbus.k12.oh.us).

