



Sooke Teachers' Association

Professional Development

PRO-D LEAVE FORM

Name	Worksite	Employee Number
Work Phone	Email	Grade/Subjects

Event Details

Date(s) requested:	Total TTOC days requested (0.4 - 0.5 - 0.6 - 1.0)	Event to attend:
Account to use: <input type="checkbox"/> Site Funds <input type="checkbox"/> Collective Funds <input type="checkbox"/> Combination _____ Site _____ Collective <input type="checkbox"/> I would like to have my pay deducted for the cost of a TTOC (This will not be refunded)		

Is the school/district paying for any portion (event/travel/costs) of the event you would like to attend?

- No
- Yes, please describe school/district involvement:

Signature of Teacher: _____

Date: _____

Signature of Site Pro-D Rep: _____

Date: _____

Signature of Principal: _____

Date: _____

FOR COMMITTEE USE ONLY

Date Received: _____

Amount Approved \$ _____

Approved by _____

and _____

Pro-D Chair

Pro-D Committee Member

How to Apply

1. Check to make sure your event conforms to Pro-D policy (see the Pro-D Policy Handbook, Sections 3.6 funding Restrictions and Section 6 Fund Criteria) at www.sooketeachers.org for details)
2. Complete the Alternate Event Pre-Approval if necessary (on STA Website) and wait for approval
3. Make sure you have enough funds to cover TTOC costs from site/collective funds (see site rep for info)
4. Fill out this form and sign it
5. Please have your principal sign it to acknowledge your leave
6. Submit the form to your Site Rep to sign (Site Rep will forward to the STA by email, fax or courier)
7. Make sure it is submitted at least 3 weeks before the event

Approval Process

If your application for funding is approved by the Pro-D committee you will be copied on a leave letter that will be sent to payroll. Your site/collective accounts will be deducted at the rate set out by the Pro-D policy **immediately** upon approval.

If you do not use your approved leave, you must contact the STA office by May 31st of the same school year if you would like your accounts refunded.

As of October, 2017 the amounts are:

- \$300 for 1.0
- \$180 for 0.6
- \$150 for 0.5
- \$120 for 0.4

Questions? Please email sooketeachers@shaw.ca