



Sooke
Teachers'
Association

Professional Development PRO-D LEAVE FORM (LOA)

Name:	Worksite:	Employee Number:
Work Phone:	Email:	Grade/Subjects:

Event Details

Date(s) requested:	Total TTOC days requested: 0.4(\$120) - 0.5(\$150) - 0.6(\$180) - 1.0(\$300)	Name of the Event:
Day(s) of Week:		
Account to use: <ul style="list-style-type: none"> <input type="checkbox"/> 0.4 Annual Headcount Entitlement (1.0 maximum per year) <input type="checkbox"/> 0.5 Annual Headcount Entitlement (1.0 maximum per year) <input type="checkbox"/> 0.6 Annual Headcount Entitlement (1.0 maximum per year) <input type="checkbox"/> 1.0 Annual Headcount Entitlement (1.0 maximum per year) <input type="checkbox"/> Site Funds (per School Site Based Policy & Rep Approval) <input type="checkbox"/> Collective Funds (\$600 maximum per year) <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) 		Event Details:

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: _____

Acknowledgement of Principal: _____

Date: _____

FOR COMMITTEE USE ONLY		
Date Received: _____	Amount Approved	\$ _____
Approved by:		
<i>Pro-D Chair</i>	<i>Pro-D Committee Member</i>	

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 2019:

- ★ *Every Teacher in the October Headcount is entitled to 1.0 LOA per School Year paid for by the STA Pro-D Collective Fund.*

Once the entitlement of 1.0 has been reached:

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

Questions? Please email sooketeachers@shaw.ca