



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: | | Event Details: |
| 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"/> Collective Funds (\$600 maximum per year) <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:** _____

| 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 (every headcount teacher has 1.0 TTOC Credit each year - after that has been depleted, collective funds may be used)
4. Fill out this form and sign it
5. Forward to the STA by email - SOOKETEACHERS@SHAW.CA
6. 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.

As of October 2019 (Indefinitely):

- ★ *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