

## 2009-2010 STPDL FUND INFORMATION

**STPDL Chairpersons:**        **See attached chart**

### Guidelines/Procedures:

1. Priorities for funding are as follows:
  - a) Allowance for Occasional Teachers (2 days max.)
  - b) Registration Fees
  - c) Transportation (mileage and/or parking and/or transportation tickets)
  - d) Accommodation
  - e) Meals
    - **Registration/Transportation/Accommodation/Meals total must not exceed \$400 maximum**
    - **Occasional Teacher Rate for 2009-10 is approximately \$230.00/day.**
    - **Please submit a copy of the registration form or conference brochure, if possible**
    - **Mileage is 40 cents per km, payable from the member's school/work location to the conference and back to the school/work location**
2. Teachers will be funded for only **one activity per school year**. If funds remain toward the end of the year, consideration will be given to those teachers who wish to apply for subsequent professional development opportunities.
3. Reimbursements will be paid upon submission of original receipts and approved application form to the **Accounting Department at the Central Board Office**. Applicants do this after the STPDL Committee approves and returns and application and only after the applicant has attended and paid for the professional development activity.
4. Applications for Additional Qualification or university courses **will not be supported**.
5. The STPDL committee will meet once a month to determine if applications will be approved. All applications are processed by the Chair in the order in which they are received. Upon receipt, applications are dated and numbered by the Chair. **Applications must be received by the committee prior to the conference in order to be eligible for funding.**
6. If requesting advanced funding, please allow for a minimum of two months notice. This time is necessary because the committee meets only once a month and time must be allotted to courier applications to the committee, back to the applicant, and finally to accounting.
7. In order to expedite the process, please ensure that applications are properly completed and submitted with appropriate supporting documentation (e.g., a copy of registration form, administrator's signature). Incomplete applications will be returned to the applicant for corrections and may result in ineligibility.
8. STPDL forms can now be obtained on-line. Simply access the Peel Board Intranet and click the General Data tab, located near the top right corner of the screen. Then scroll down to the Staff Development heading and click "Short Term Professional Development Leave" form for Teaching Staff.
9. When booking an STPDL funded leave, use the following codes:
  - Employee Group Name (top right corner of application) – **30**
  - PAM Reason Code – **67**
10. Approximately 40% of STPDL funds will be assigned during the period beginning September 1, 2009 and ending December 31, 2009. The remaining 60% will be reserved for the period beginning January 1, 2010 and ending August 2010.
11. Tentative STPDL Committee meeting dates are posted on the PD Funding Comparison Chart, which can also be found on the PETL website ([www.etfopeel.com](http://www.etfopeel.com)) or can be found by contacting your STPDL chair.

**SHORT TERM PROFESSIONAL DEVELOPMENT LEAVE (STPDL) -  
APPLICATION PROCEDURES**

1. **TEACHER**

- completes STPDL form
- submits to Principal / Supervisor

2. **PRINCIPAL / SUPERVISOR**

- completes occasional teacher section (if applicable)
- signs form
- forwards to STPDL Committee c/o the chair of the committee

3. **STPDL COMMITTEE**

- reviews and approves application

4. **CHAIRPERSON STPDL**

- confirms Earnings Code (67 in PAM) on application
- forwards STPDL form to applicant

5. **TEACHER**

- pays for conference
- may submit an advance copy to Accounting if the advance payment area is approved
- Informs principal that STPDL has been approved
- reports absence on PAM - PAM absence reason code 67 (This can be done as soon as leave is approved.)
- submits a copy of the **approved** STPDL form to Human Resources c/o CBO

6. **TEACHER**

- attends conference
- submits copy with receipts to the Accounting Department c/o CBO and retains one copy for own records

7. **ACCOUNTING DEPARTMENT (CBO)**

- reimburses teacher

**REMEMBER:** If you have been ***approved for STPDL funding but do not attend*** (e.g. conference is cancelled or you are unable to attend) or do not required the full allocation of funds or supply teacher coverage (e.g. decided not to stay overnight), ***please contact your STPDL chair so that the funds can be reallocated to another member.***