



# New STPDL Policy for OSSTF D19 Teacher Bargaining Unit

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## *Guiding Principles*

1. Leave will be available for such programs as workshops, conferences, trade shows, short-term courses and visits to innovative teaching programs, etcetera.
2. Professional Development Leave is not available for Board-required programs, courses or programs for which you are the presenter/speaker/organizer, any kind of program that results in personal training, training certificates or diplomas, additional qualifications courses and so on. STPDL funds are not intended for day-to-day department business.
3. STPDL will cover up to \$400 towards registration. It will also cover the cost of a supply teacher. It will not cover travel, accommodation or meals other than those provided as part of the registration. Late registration fees will not be covered.
4. Extraordinary requests for STPDL will be considered but these must be made at least two months in advance.
5. Approval for STPDL may sometimes be limited by the number of teachers at a school requesting leave at the same time.
6. Participants are encouraged to share information from the leave with staff and their department, as appropriate.
7. Ensure that the involvement of staff members in STPDL does not have an adverse effect on any student's program of studies. Consent to attend STPDL shall not be unreasonably withheld.

*See over for the process of applying for STPDL*



# The STPDL Process for Members of OSSTF Teacher Bargaining Unit

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1. The teacher obtains an STPDL form from the school STPDL representative, or from the Board's Human Resources intranet page.
2. The teacher completes and submits the form and gives this to the school STPDL rep at least one month before the proposed leave.
3. The school STPDL rep signs the form and gives it to the principal/supervisor for his or her signature. Where possible, a photocopy of the activity's literature should be attached to the application. Please note that out of province requests also require the approval of the Superintendent.
4. The principal/supervisor returns the form to the STPDL representative.
5. The STPDL rep sends the form via Board courier to:
  - STPDL Co-ordinator
  - OSSTF District 19 Office
6. The teacher is informed of the STPDL Co-ordinator's decision via Board courier. The original form is returned to the applicant. The teacher retains a copy for his or her records.
7. The teacher whose application has been approved notifies
  - i) PAM (using Code 67),
  - ii) the appropriate vice-principal/supervisor and
  - iii) the secretaryof the leave dates so that supply coverage can be arranged.
8. The teacher is responsible for leaving work for his or her classes.
9. The teacher is responsible for paying for the conference.
10. If an advance is requested, please submit requests at least two weeks prior to the event to Mary Cook at extension 2372 in Accounting. Receipts must accompany the final request for payment and should be made within thirty days of the event.
11. ORIGINAL receipts for fees and the ORIGINAL form must be submitted following the activity as money can only be refunded after the event. Credit card receipts/statements are unacceptable. The teacher should retain a copy for their own records.

The form and receipts should be attached to your approved form and sent via the Board courier to

  - STPDL Claims
  - Finance Support Services
  - HJA Brown Education Centre
12. The teacher is encouraged to share information from the leave with the school staff or subject department.
13. Teachers may apply for STPDL every other year.

***A copy of the entire STPDL Procedure is available from your school STPDL representative.***