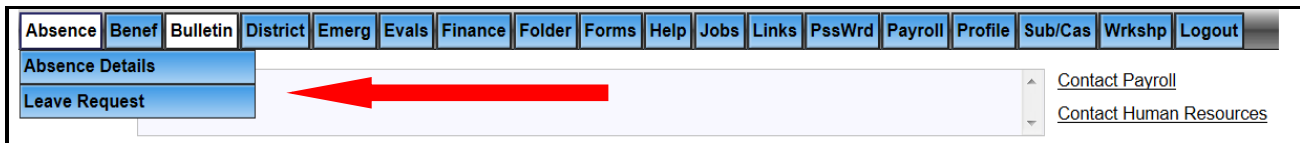


LSSD/LSTA Joint Professional Development Fund Online Leave Request Procedures - Employee Connect

IMPORTANT NOTICE

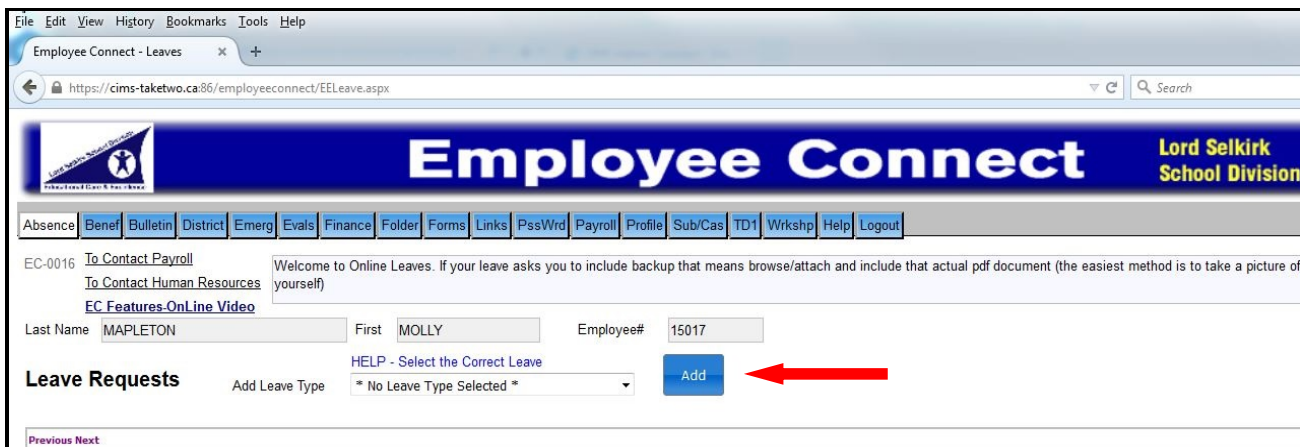
You will need to allow pop ups for this site.
This is a safe and secure web site.

On your *Profile* click on **Absence**, then from the drop-down menu click on **Leave Request**.



The Principal must approve Release Time for the teacher in advance of the PD fund approval. Release time is subject to the availability of a Substitute Teacher.

Select from the **Add Leave Type** menu select Division / LSTA PD Joint Fund. Click on the **Add** button.



On the next screen, all fields with an **asterisk*** are mandatory fields and must be completed. If you have not completed all necessary fields, a message will appear near the top of the screen letting you know the fields that are not completed. Fill in:

- Enter the **dates** that you will be absent for the conference/workshop. Click on the first date of leave field and a calendar will pop up – you should then select the dates on the calendar and they will automatically fill in the date field. Do the same for the Last Date of Leave field.
- Enter the **total number of days** you will be absent.
- **Rationale** – provide details of the conference/workshop and reason for your request. Requests are to reference how attending this conference/workshop aligns with at least one of the four qualifying criteria: Divisional Goals, School Goals, Teacher Professional Learning Plan, and/or Teaching Assignment.

- Add your Substitute Required information.

Enter the Conference / Workshop information

- Include Conference Name, Location, Conference Start and End Dates.

Upon approval follow standard procedures to book substitute or casual

**** If complete, click the SAVE button to save this leave request. "Save Successful" indicates leave has been submitted ****

Conference

City Prov/State Country Conference Start Date

WebSite Conference End Date

Expense details must be included with your leave request for it to be considered complete.

Under **Expense Type**, enter the conference costs using the *drop down menu* beside the “No Expense Type” default.

Registration Costs:

- Select “**Total Conference Costs**” using the drop down menu. Enter in the **quantity** and **cost**. If the conference/workshop cost is in American funds, be sure to change the Currency dropdown to “US”.

Substitute Teacher Costs:

- Select “**LSSD / LSTA PD Sub Teacher Rate**” if you will require a substitute.
- Enter the quantity (number of days a sub is needed) and cost. Full day cost is set at \$205. Half-day cost is set at \$103.

Total Conference Costs	Total Conference Costs	1	100.00	CAN
LSSD / LSTA PD Sub Teacher Rate	LSSD / LSTA PD Sub Teacher Rate	1	205.00	CAN

Calculate the Total Funds Requested:

- After you have entered all the conference expenses, select the **Calculate** button to get your total expenses.

Expense Type	Description	Total Expense Estimate	203.00	Calculate	Quantity	Cost	Currency
Total Conference Costs	Total Conference Costs				1	100.00	CAN
LSSD / LSTA PD Sub Teacher Rat	LSSD / LSTA PD Sub Teacher Rate - half day				1	103.00	CAN
... No Expense Type ...							CAN

When you have completed all mandatory fields, click on the **Save** button (located near the top left).

- If you do not click on the **SAVE** button when you have completed these steps, you will lose all of your data when you exit this screen.

**Leave Add Successful - Attach Document if applicable

The message box will advise you that your leave has been successfully entered. It should say **“Leave Add Successful – Attach Document if applicable.”**

You must attach conference information after saving the Leave Request.

Conference / Workshop information is required. You can either:

- Include the website address in the “Website” field that links **directly** to the conference/workshop page that includes the description of the conference and the registration cost.
- Attach an information document about the conference / workshop. Be sure it includes the registration cost information.
- Add the information and then click **SAVE**.

Conference Website

Upon approval follow standard procedures to book substitute or casual

** If complete, click the SAVE button to save this leave request. "Save Successful" indicates leave has been submitted **

Conference

City Prov/State Country Conference Start Date

WebSite

OR

Attach Reference Document.

- Selecting the Division / LSTA PD Joint Fund reference.
- Browse your files for the conference information and click.
- Click Attach then Save.

Attachment Reference (Mandatory if including attachment)

Your leave is now Pending Recommendation by your Administrator.

1. **Important:** Complete requests will be considered in the order they are received. A complete request must include a detailed rationale for attending the PD opportunity as well as an attached document or tested valid website link with a description of the content, location and registration cost.
If your request is incomplete, the committee will not vote on it until all the necessary information is submitted.

You will receive an e-mail in your divisional Outlook mailbox advising you on the status of your request following review by your Administrator and the Division / LSTA PD Fund Committee.

If, at any time, you would like to check the status of your Leave Requests, click on the **Absence** tab (near the top of the screen), using the drop down menu select "Leave Request" and a screen will appear displaying all of your Leave Requests along with the status of your request, etc.

If you have any questions about how to complete your PD request or need to make changes prior to final approval by the PD Committee, contact Lisa Poponick at the Board Office.

If you require changes after your leave request has been approved by the PD Committee please contact the Payroll Department.