

ELEMENTARY STPDL FUNDING GUIDELINES (2023-2024)

***STPDL FUNDING IS BASED ON THE GUIDELINES FOUND HERE AND ON AVAILABILITY OF FUNDS
It is the Teacher's responsibility to ensure STPDL funding BEFORE registering for,
or attending a conference or workshop if funding or OT coverage is required.***

ELIGIBILITY

1. Funding is available to PETL members only, i.e., teachers who are under permanent contract or are probationary teachers. PETL Funding is **not available** to short or long-term occasional teachers.
2. Members on leave **are NOT eligible** for STPDL Funding.

GENERAL INFORMATION

1. Funding can be granted for:
 - a) Registration Fees
 - b) Transportation (mileage and/or parking and/or transportation tickets)
 - c) Accommodation
 - d) Allowance for Occasional Teachers (2 days max.)
 - While Registration/Transportation/Accommodation total can be approved for **up to \$350** maximum, members should apply for the **full amount** of expected eligible expenses. Reimbursement will be based on actual receipts submitted.
 - Occasional Teacher Rate as of January 1, 2023, is \$271.65/day
 - Please submit a copy of the registration form or conference brochure with your application.
 - Mileage is calculated in accordance with Board policy, payable from the member's school/work location to the conference and back to the school/work location. Please provide the results from Google Map to support any mileage requests. If mileage is necessary to receive the full or partial amount of \$350.00, there is a [Mileage Request Form](#) to fill out on-line. Members must complete the online form and submit it to your Principal/supervisor for the mileage reimbursement. **Please complete the mileage request form and wait to receive payment BEFORE sending your STPDL claim to Accounting. Once you receive the email indicating you have been reimbursed for mileage, please send that email along with your STPDL claim to CBO-Accounting-STPDL.**
4. A principal's signature is required if the activity requires occasional teacher coverage.
5. Activities must be open for registration at the time of application or openly advertised to the public.
6. Send your application to the Chair for arrival by no later than **4:00 PM** the **day before** the meeting dates outlined at the end of this document. Members can scan and email the application or take a clear photo of the application and send it to the chair. Applications received after this point will be processed at the following meeting date.

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7. Teachers may be funded for **one activity per school year** that meets their individual professional development needs. Applications are not to be inconsistent with the teacher's Annual Learning Plan. 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. All teachers granted a Short-Term Professional Development Leave may be called upon to make a report to their staff on the activity in which they participated.
8. Applications for Additional Qualification or university courses **will not be supported under the STPDL program**. Applications for funding for AQ courses can be made to PETL through the PETL Course Funding Application.
9. Approximately 40% of STPDL funds will be assigned to *activities* occurring during the period between October 2023 and December 31, 2023. The remaining 60% will be reserved for *activities* occurring during the period between January 1, 2024 and August 31, 2024.
10. The STPDL committee will meet once a month to determine if applications will be approved. All applications are processed by the committee 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 by the meeting date which precedes the conference in order to be considered for funding.**
11. STPDL Committee meeting dates and Chairs are posted at www.etfopeel.com under PL Funding → STPDL Funding or at the end of this document.
12. STPDL forms can be obtained on-line through the PETL website, www.etfopeel.com, under PL Funding → STPDL Funding (PDF)
13. **OUT OF COUNTRY Activities:** Applications for **ALL** out of country activities must be approved by a PDSB Associate Director. Once your STPDL application is approved by your Principal/Supervisor, forward your application form to the Associate Director via the courier. The Associate Director will process and then return your application to you. If approved by the Associate Director, please then forward to STPDL for consideration. Please allow a sufficient amount of time for approval from the Associate Director. **All applications must still be received by your STPDL Chair prior to the start of the activity.**
14. When booking an Occasional Teacher for an approved STPDL funded leave, please use **CODE 67**.
15. *Approvals are not transferable to a different activity, different time period, or to another member.*
16. Reimbursements will be paid upon submission of *original receipts* and the email approval that they have received from the chair to the **Accounting Department at the Central Board Office**. Applicants submit for reimbursement after the STPDL Committee approves and returns an application. Members should keep a copy of the approved form and a copy of receipts for their own records. Accounting does not provide copies of claims once submitted.
17. **DO NOT SEND YOUR STPDL APPLICATION REQUESTS OR RECEIPTS FOR REIMBURSEMENT TO THE PETL OFFICE.**

SHORT TERM PROFESSIONAL DEVELOPMENT LEAVE (STPDL) ELEMENTARY APPLICATION PROCESS

1. The TEACHER

- Completes green sections of the STPDL form
- Signs and dates the form
- Submits the form to their Principal/Supervisor for signature
- If requesting funding for an **out of country conference**, the STPDL Application must be approved by an Associate Director before sending to STPDL Chair
- forwards completed application package (application form, activity brochure/registration form/web page, mileage verification) in the courier or via PDF in an email (if applicable) directly to the Chair of the Superintendentcy STPDL Committee

2. The PRINCIPAL / SUPERVISOR

- Completes occasional teacher request (if applicable)
- Signs & Dates the form

3. The STPDL COMMITTEE

- Reviews and approves/denies application at monthly meeting
- Returns approved/denied STPDL form to applicant

4. The TEACHER (if approved)

- Pays for, and attends, the conference
- If a member has paid for the conference registration in full and has a receipt totalling over the maximum amount reimbursable, they may submit receipt to Accounting prior to attending the conference (members should keep a copy of receipt for own records)
- Makes copies of the approved application & all receipts
- Informs principal that STPDL has been approved
- Enter the absence using CODE 67 (this can be done as soon as leave is approved.)
- Submits original application with receipts to the **Accounting Department - STPDL, CBO** *for reimbursement*, and retains one copy for own records

5. The ACCOUNTING DEPARTMENT (CBO)

- Reimburses teacher – payment is made via direct deposit

REMINDERS:

If you have been **approved for STPDL funding but do not attend** or do not require the full allocation of funds or supply teacher coverage, **please immediately contact your STPDL chair** so funds can be reallocated.