

**COWICHAN DISTRICT TEACHERS' ASSOCIATION PROFESSIONAL DEVELOPMENT FUND  
COMPENSATORY DAY APPROVAL FORM**

EMAIL: [cowichandta@shaw.ca](mailto:cowichandta@shaw.ca)

CDTA members who present a local workshop to members within S.D. #79 shall be provided leave pursuant to Policy 4.2.1:

*CDTA members who are engaged by the CDTA to present a local workshop/course within SD #79 shall be given in lieu of monetary reimbursement, equal TOC time to be **used for their own professional development** plus an additional 0.5 TOC day **to prepare the workshop/course** to be presented within 12 months.*

- A maximum of two days per year may be accumulated by members facilitating a workshop/course.
- Out-of-pocket expenses for materials/equipment for the workshop/course will be reimbursed by the sponsor's professional development fund, be that a school, Local Specialists Association, or the Professional Development Committee. Original receipts must be submitted for these expenses.
- Please ensure you take this leave before the end of the school year.

<b>MEMBER NAME:</b> _____	<b>SCHOOL/SITE:</b> _____
<b>LEAVE EARNED:</b> <input type="checkbox"/> Half Day (preparation)	
<input type="checkbox"/> Half Day Compensatory    or <input type="checkbox"/> Full Day Compensatory	
<b>DATE EARNED:</b> _____, 20____	
<b>LENGTH OF PRESENTATION:</b> <input type="checkbox"/> Half Day <input type="checkbox"/> Full Day	
<b>CONFIRMATION OF PRESENTATION (PD Rep or Organizer):</b>	
_____ Name	_____ Signature

When you take the actual day of leave, you **must** also complete and submit a **Leave Application Form** at your school and the **Compensatory Day** form on the next page to the CDTA. This form should be completed at least **5 days before** the PD activity/event.

**Submit completed form to the PD Executive Committee at the CDTA office via inter-school courier, fax (250.748.5243), or email ([cowichandta@shaw.ca](mailto:cowichandta@shaw.ca)).**

<small>FOR OFFICE USE ONLY</small>	
<i>Date Received:</i> _____	<i>Pre-approval email sent by:</i> _____
<i>Approved by:</i> _____	and _____
<b>CDTA PD Chair</b>	<b>CDTA PD Treasurer</b>

**COWICHAN DISTRICT TEACHERS' ASSOCIATION PROFESSIONAL DEVELOPMENT FUND  
COMPENSATORY DAY LEAVE REQUEST FORM**

EMAIL: [cowichandta@shaw.ca](mailto:cowichandta@shaw.ca)

It is imperative you apply for Compensatory Leave through the CDTA office at least **five (5)** working days in advance of the date requested. The CDTA must send a letter to the Board Office applying for your release time **in advance** of the date requested.

As well, you will need to complete the school district Leave Application Form and quote article F.1 where appropriate.

Submit completed form to the PD Executive Committee at the CDTA office via inter-school courier, fax (250.748.5243), or email ([cowichandta@shaw.ca](mailto:cowichandta@shaw.ca)).

**MEMBER NAME:** \_\_\_\_\_ **SCHOOL/SITE:** \_\_\_\_\_

Please arrange for me to take my Professional Development Compensatory Leave on

\_\_\_\_\_, 20\_\_\_\_

Full Day

A.M. ONLY

P.M. ONLY

Please remember to:

- ✓ Submit this form to the CDTA office at least **five** working days before using this compensatory time for Professional Development.
- ✓ Complete and send the Funding and Self-Directed Pre-Approval Application (Form A) to the CDTA office.
- ✓ Fill out a Leave Application Form at your school/site quoting article F.1 Professional Development.
- ✓ Use account code **2600** (CDTA Pro D) when requesting a TTOC so the district knows to charge the day to professional development committee.
- ✓ After completing the professional development activity, complete and send the Reimbursement and Post Event Report (Form B) to the CDTA office.

**I understand that I must request leave at least 5 full working days in advance of the date requested above.**

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Pre-approval email sent by: \_\_\_\_\_

Approved by: \_\_\_\_\_

and \_\_\_\_\_

CDTA PD Chair

CDTA PD Treasurer

