

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

EMAIL: pd65@bctf.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 (pd65@bctf.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 the 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

**COWICHAN DISTRICT TEACHERS' ASSOCIATION PROFESSIONAL DEVELOPMENT FUND
PREPARATORY TIME LEAVE REQUEST FORM**

EMAIL: pd65@bctf.ca

It is imperative you apply for Preparatory Time 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 (pd65@bctf.ca).

MEMBER NAME: _____ **SCHOOL/SITE:** _____

Please arrange for me to take my Professional Development Preparatory Time Leave on

_____, 20_____

A.M. ONLY

P.M. ONLY

Please remember to:

- ✓ Submit this form to the CDTA office at least **five** working days before using this Preparatory Time Leave to prepare the workshop you will be presenting at a Professional Development day.
- ✓ Use account code **2600** (CDTA Pro D) when the requesting a TTOC so the district knows to charge the day to professional development committee.

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