



Short Term Professional Development Leave (STPDL)
Criteria and Procedure
2022/2023 School Year

Please allow up to weeks for applications to be processed

Criteria:

- Available for permanent members in good standing
- \$800.00 per permanent full-time employee with a maximum three day supply coverage
- \$400.00 per permanent half-time employee with a maximum of three half day supply coverage
- Original documents are required

The STPDL funds are available year round, on a first come, first served basis until the fund is depleted. Funds allocated are for the purpose of professional development or job related skill development and members for approved professional development registration fees and/or one night of accommodation within Canada. All fees must be in Canadian dollars.

NEW PILOT:

- Funds are available for university/college credit courses for the purpose of professional development or job related skills only
- Tuition fees do not apply
- Members on leave cannot apply

Members must advise the STPDL executive by emailing secretary-treasurer@opseu2100 if they do not attend the professional development for which STPDL funding have been approved.

Procedure:

Complete and sign a Professional Development Request Form (PDRF) and be sure to sign the form and indicate the number of supply days requested. If supply coverage is not required please indicate this with a zero.

- When there is no cost for a workshop, but supply coverage is required, a PDRF application must still be completed, signed by your Administrator, and sent to the Local 2100 office for approval.
- Accommodation if available for one night only, if requesting accommodation, this MUST be listed on the PDRF with the conference or workshop registration. Separate PDRFs will not be accepted for accommodation requests.

To obtain STPDL approval:

Obtain your Administrator's approval and signature (required on all applications) and ensure the number of supply days' section is completed. If you do not request a supply on the application, funds will not be allocated and you may be required to pay for your supply. If supply coverage is not required, please indicate this with a zero.

Please Note:

- Include a brochure of the activity description/agenda/schedule/itinerary and cost
- Keep a copy of all your documents before you send them to the committee, copies are not kept by the committee
- Your application will be reviewed and returned to you for reimbursement

Members can send completed application form to Local 2100 one of the following ways:

- Via internal courier from your school/location
- Via mail addressed to: STPDL Committee, OPSEU Local 2100, 5080 Timberlea Blvd. Suite 212, Mississauga, Ontario L4W 4M2
- Dropped off at OPSEU Local 2100 office located at 5080 Timberlea Blvd. Suite 212, Mississauga, Ontario L4W 4M2
- By appointment by emailing Paulina Medeiros at secretary-treasurer@opseu2100.ca

To obtain STPDL reimbursement:

Once approved, send the original approved application form along with the original receipts (if applicable) to the Accounting Department at the Central Board Office via one of the following ways:

- Send through the internal courier from your school/location
- Send through the mail to: STPDL Accounting, Peel District School Board, 5650 Hurontario St, Mississauga, ON, L5R 1C6
- If you have access to CBO, mark the envelope "STPDL - Finance" and drop it off in the CRC drop box behind the reception desk in the front lobby

Reimbursement will be deposited directly into your account by the Board, please allow up to four weeks for processing. "Supply coverage only" applications must also be sent to accounting department, to ensure you are not requested to pay the supply cost. Claims may be submitted for reimbursement up to the deadline of 3 months after the date of the receipt.

Questions? Please email Paulina Medeiros at secretary-treasurer@opseu2100.ca or call 905 602-9300.

The criteria outlined above is effective September 1, 2022 to August 31st, 2023 and is subject to review by the STPDL Committee as necessary.