



SEVEN OAKS SCHOOL DIVISION
Board/SOTA Professional Development Fund



**Online Leave Request Procedures for Tuition Funding Requests
(using Employee Connect)**

1. In Employee Connect, go to Absence Tab, select Leave Request.
2. In the Add Leave Type box select “PDTUIT” and press “Add”
3. For absence reason select “SOTA/BRD Tuition Reimbursement
4. In the first date and end date of leave fields: **enter the start date of your course in both of these fields ONLY.** Your actual start and end dates of your course should be entered in the “conference start and end dates” in the Conference information section below.
5. In the Rationale field enter the details pertaining to your course (credit hours MUST be indicated)
6. In the “Substitute/Casual Required” field please select “sub not required-Absent PM ONLY”
7. Complete the remaining fields in the leave request.
8. *****PRESS SAVE*****
9. **After pressing “SAVE”**, go to the Attachment Reference and select “Board/SOTA PD Tuition Reim - Course Program Info” from the drop down menu.
10. **Browse and attach** a scanned copy of your “your official course description” and press “Attach” and then press “SAVE.”
11. When a decision has been made regarding your Tuition request – you will be notified by email of your approval/denial and the necessary forms will be included to facilitate your reimbursement.

EC-0016 To Contact Payroll
To Contact Human Resources
EC Features OnLine Video

Last Name: HALL First: ALISON Employee#: 920014

Leave#: 201513959 Leave Type: PDTUIT PD Board/SOTA Tuition Reimbursement Reqst

Category: ..Category Not Required.. * 05/08/2015 15:33

Job: Administrator - BD Office * Location: BOARD OFFICE

Short Description: PD Board/SOTA Tuition Reimbursement Reqst *

Absence Reason: SOTA/BRD Tuition Reimbursement *

First Date for Leave: 08/01/2015 *
Last Date for Leave: 08/01/2015 *

Rationale/Reason: University of Winnipeg - Rethinking Creative Leadership - 3 credit hour course towards a Post- Bac degree. *

Substitute/Casual Required: Sub not reqd - Absent PM only

Attachment Reference: Board/SOTA PD Tuition Reim - Course/Program Info

Conference: University of Winnipeg - Rethinking Creative Leadership
City: WINNIPEG Prov State: Country: CAN Conference Start Date: 08/01/2015 Conference End Date: 08/30/2015

Expense Type	Description	Total Expense Estimate	Quantity	Cost	Currency
BOARD/SOTA PD-Post Secondary	BOARD/SOTA PD-Post Secondary Tuition Fee	322.50	1.00	322.50	CAN