



**SEVEN OAKS SCHOOL DIVISION
Board/SOTA Professional Development Fund**



**Online Leave Request Procedures for Tuition Reimbursement 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: use the start and end date of your course.
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: AUISON Employee#: 920014

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

Job: Administrator - BD Office Location: BOARD OFFICE

Absence Reason: SOTA/BRD Tuition Reimbursement

First Date for Leave: 08/01/2015
Last Date for Leave: 08/30/2015

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.

Upon approval follow standard procedures to book substitute or casual

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