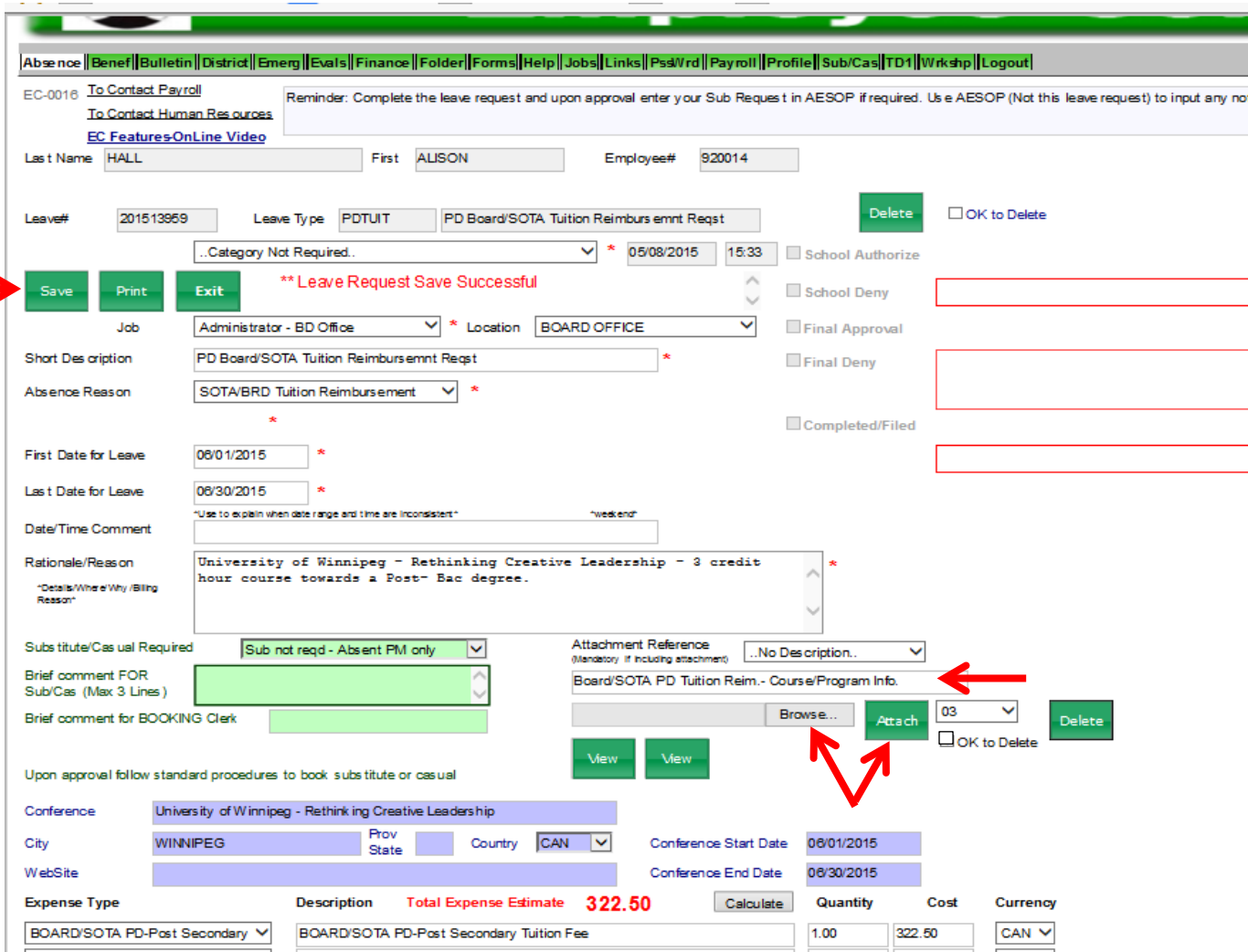


**Online Leave Request Procedures for Tuition Reimbursement Requests
(using Employee Connect)**

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 completed “TUITION APPLICATION FORM” as well as “your official course description” and press “Attach.” (The Tuition Application Form can be found on the Seven Oaks Website under “PD” then “Board/SOTA PD Fund”.) These 2 items MUST be attached, in order for your request to be considered by the Board/SOTA PD Committee.
11. When a decision has been made regarding your Tuition request – you will be notified by email of you approval/denial and the necessary forms will be included to facilitate your reimbursement.



The screenshot shows the Employee Connect interface for a leave request. At the top, there is a navigation bar with various tabs like Absence, Benef, Bulletin, etc. Below that, the user's name (HALL ALISON) and employee number (920014) are displayed. The main form area contains several sections:

- Leave Information:** Leave# 201513959, Leave Type PDTUIT, PD Board/SOTA Tuition Reimbursement Reqst. A 'Save' button is highlighted with a red arrow.
- Job and Location:** Job Administrator - BD Office, Location BOARD OFFICE.
- Dates:** 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.
- Attachment Reference:** Board/SOTA PD Tuition Reim.- Course/Program Info. The 'Attach' button is highlighted with a red arrow.
- Expense Table:** A table with columns for Expense Type, Description, Total Expense Estimate (322.50), Quantity (1.00), Cost (322.50), and Currency (CAN).