



Employee Information (to be completed by employee)			
Employee Name:	Employee Status:	Regular	Auxiliary
Position:	Department:	Phone Number:	

Funding Request (to be completed by employee)			Amount in Cdn \$\$
Fund Applying For:	Enhanced General	Course/Activity Fee	\$
Name of course/activity:		Books	\$
		Travel	\$
Supplier:		Accommodation	\$
Dates of course/activity:		Meals	\$
# of work days affected (if applicable):		Other - Specify	\$
Supporting Documents Required: (must be included) <ul style="list-style-type: none"> • Attach separate letter describing in detail how this course/activity will enhance your knowledge and/or skills relevant to your current position or career development plan at the University. • Course description print out or brochure. • Documentation confirming costs impacting fund (i.e. air flight print outs, receipts, course fee, etc.). • Ongoing approval for Enhanced PD Funding requires proof (documentation) that confirms completion of courses from previous funding requests. 		Total Requested (CDN\$)	\$
		Cost of Replacement Staff (if applicable)	\$
		Total Impact on Fund	\$

Employee Confirmation (to be completed by employee)
I confirm that the information provided in this application is correct. Should I choose not to participate in this activity, for any reason, I will advise the Committee in writing as soon as possible.
Employee Name: _____ Signature: _____ Date: _____

Approval of Staff Development Leave During Working Hours (to be completed by Supervisor)
Staff Development Leave may be taken only at a time mutually agreeable between the supervisor and the employee. The BCGEU SSPD Fund Committee <u>does not</u> grant staff development leave. Please complete this only if employee will be participating in PD activity during working hours.
Supervisor Name: _____ Signature: _____ Date: _____

Committee Review/Approval (to be completed by Committee)	
Date Application Received:	
Application Approved:	Yes No Date:
Application not approved for the following reason:	Employee not eligible More information required PD funds not available Does not meet PD guidelines Employee has exhausted individual entitlement
Expense #	Date Approved in Workday:

Applications must be submitted 5 working days prior to the next BCGEU SSPD Fund Committee Meeting ([Click here](#) for more info)

Submit application and supporting documents to:

[Terri Jones](#) – BCGEU PD Funds Chairperson and [Kerry Ann Kozak](#) – BCGEU PD Funds Coordinator