## LSSD/LSTA Joint Professional Development Fund Online Leave Request Procedures - Employee Connect

# **IMPORTANT NOTICE**

You will need to allow pop ups for this site. This is a safe and secure web site.

On your *Profile* click on *Absence*, then from the drop-down menu click on *Leave Request*.

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The Principal must approve Release Time for the teacher in advance of the PD fund approval. Release time is subject to the availability of a Substitute Teacher.

Select from the *Add Leave Type* menu select Division / LSTA PD Joint Fund. Click on the *Add* button.

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EC Features-OnLine Video	First MOLLY	Employee#	15017	
	HELP - Select the Correct Leave			
Leave Requests Add Leave Type	* No Leave Type Selected *	•	Add	
Previous Next				

On the next screen, all fields with an **asterisk\*** are mandatory fields and must be completed. If you have not completed all necessary fields, a message will appear near the top of the screen letting you know the fields that are not completed. Fill in:

- Enter the **dates** that you will be absent for the conference/workshop. Click on the first date of leave field and a calendar will pop up you should then select the dates on the calendar and they will automatically fill in the date field. Do the same for the Last Date of Leave field.
- Enter the **total number of days** you will be absent.
- **Rationale** provide details of the conference/workshop and reason for your request. Requests are to reference how attending this conference/workshop aligns with at least one of the four qualifying criteria: Divisional Goals, School Goals, Teacher Professional Learning Plan, and/or Teaching Assignment.

• Add your Substitute Required information.

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Last Name MAPLETON		First MOLLY	Employee#	15017					
	Leave# 0	Type PDLSSD	Prof. Devt. Division/L	STA Fund	09/08/2015				
Save	*(	Category Not Required		✓ "If an appropriate car	agory is not found - consider changing	; the leave type*			
Job T	Teacher	<ul> <li>* Location</li> </ul>	HUMAN RESOUR	CES • *					
Short Description P	Prof. Devt. Division/LSTA Fu	ind	*	Ext	ension/Duplication of Leav	re			
Absence Reason F	Prof Devt Division/LSTA				No Leave Selected		•		
First Date of Leave MM/DI	D/YYYY 10/19/2015	* Last Date of Leav	10/19/2015	* * Use	this to COPY information from another	r leave*			
Total Number of Days 1	0000	Da	te/Time mment	Use to explain when date range and	time are inconsistent* *w	eekend*			
Rationale/Reason P *Details/Where/Thy/Billing t Reason*	PD training aligns to teaching assignment.	Divisional goals, S	chool Goals, my PL	P, and *					
Substitute/Coual Require Brief comment FOR Sub/Cas (M 3 lines)	ed Sub Required ALL E	Day(s)	ent Descript (Mandatory if Including attache	ATTACH Button will a selected ment)	opear after SAVE has been I				
Brief comment for BOOKIN	NG Clerk								
Preferred Sub	Find								
Upon approval follow sta	andard procedures to boo	ok substitute or casual							~
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#### Enter the Conference / Workshop information

• Include Conference Name, Location, Conference Start and End Dates.

Upon approval follow standard	procedures to book substitute or casu	al		
** If complete, cl	ick the SAVE button to save this leave	request. "Save	Successi	ful" indicates leave has been submitted **
Conference				
City	Prov/State	Country	CAN	Conference Start Date
WebSite				Conference End Date

#### Expense details must be included with your leave request for it to be considered complete.

Under **Expense Type**, enter the conference costs using the *drop down menu* beside the "No Expense Type" default.

#### **Registration Costs:**

• Select "Total Conference Costs" using the drop down menu. Enter in the quantity and cost. If the conference/workshop cost is in American funds, be sure to change the Currency dropdown to "US".

#### Substitute Teacher Costs:

- Select "LSSD / LSTA PD Sub Teacher Rate" if you will require a substitute.
- Enter the quantity (number of days a sub is needed) and cost. Full day cost is set at \$205. Half-day cost is set at \$103.

Total Conference Costs *	Total Conference Costs	1	100.00	CAN *
LSSD / LSTA PD Sub Teacher Rate *	LSSD / LSTA PD Sub Teacher Rate	1	205.00	CAN +

## Calculate the Total Funds Requested:

• After you have entered all the conference expenses, select the **Calculate** button to get your total expenses.

Expense Type	Description	Total Expense Estimate	203.00	Calculate	Quantity	Cost	Currency
Total Conference Costs	Total Conferen	ce Costs	-		1	100.00	CAN 🗸
LSSD / LSTA PD Sub Teacher Rat 🗸	LSSD / LSTA P	'D Sub Teacher Rate <mark>- half day</mark>			1	103.00	CAN 🗸
No Expense Type 🗸							CAN 🗸

When you have completed all mandatory fields, click on the Save button (located near the top left).

• If you do not click on the **SAVE** button when you have completed these steps, you will lose all of your data when you exit this screen.



The message box will advise you that your leave has been successfully entered. It should say "*Leave Add Successful* – *Attach Document if applicable.*"

## You must attach conference information after saving the Leave Request.

Conference / Workshop information is required. You can either:

- Include the website address in the "Website" field that links <u>directly</u> to the conference/workshop page that includes the description of the conference and the registration cost.
- Attach an information document about the conference / workshop. Be sure it includes the registration cost information.
- Add the information and then click **SAVE**.

## **Conference Website**



## OR

## Attach Reference Document.

- Selecting the Division / LSTA PD Joint Fund reference.
- Browse your files for the conference information and click.
- Click Attach then Save.

Attachment Reference (Mandatory if including attachment)	Division / LSTA F		-	
Division / LSTA PD Joint F	Fund			
	Browse	Attach	01	~
			11.2	

Your leave is now Pending Recommendation by your Administrator.

 Important: Complete requests will be considered in the order they are received. A complete request must include a detailed rationale for attending the PD opportunity as well as an attached document or tested valid website link with a description of the content, location and registration cost.
 If your request is incomplete, the committee will not vote on it until all the necessary information is submitted.

You will receive an e-mail in your divisional Outlook mailbox advising you on the status of your request following review by your Administrator and the Division / LSTA PD Fund Committee.

If, at any time, you would like to check the status of your Leave Requests, click on the **Absence** tab (near the top of the screen), using the drop down menu select "Leave Request" and a screen will appear displaying all of your Leave Requests along with the status of your request, etc.

If you have any questions about how to complete your PD request or need to make changes prior to final approval by the PD Committee, contact Lisa Poponick at the Board Office.

If you require changes after your leave request has been approved by the PD Committee please contact the Payroll Department.