

# PROFESSIONAL DEVELOPMENT AND TRAINING REIMBURSEMENT

## REQUEST FOR FINANCIAL ASSISTANCE

The Provincial Discussion Table- Professional Development and Training Reimbursement for Post Secondary School Education and/or Training Modules - For LDSB Employees who are members of CUPE Local 1480.

NAME:	POSITION:
LOCATION:	
HOME TELEPHONE NUMBER:	ALT. TELEPHONE NUMBER:

Please describe the course/program/module which you are planning to attend and how it enhances your working environment:

Total Cost of Course/Module =	
Total Cost of Book(s) =	
Total	
Reimbursement @ 50% =	

Signature	Date
-----------	------

***Please see the reverse side for PDT-PD Committee Guidelines  
Please ensure that you keep all original receipts of the amounts that you are claiming - to be submitted later.***

## **PDT-PD Committee Guidelines**

1. The maximum reimbursement percentage per employee per course (including books) is 50% of the total cost.
2. The reimbursement will be dispersed on a first come first serve basis until all funding designated for this purpose is depleted.
3. Applications for reimbursement will be approved in advance by a Joint Board/Union Committee.
4. All courses that would enhance a career with the Limestone District School Board would be considered for reimbursement.
5. All receipts and evidence of a passing grade are required by the applicant before reimbursement occurs.
6. All courses are to be taken outside of working hours by CUPE 1480 members.
7. Reimbursements will be retroactive from December 1, 2010 forward.
8. Transportation/accommodation/meal costs will not be reimbursed.

***Please submit your application and information to:***

***William Madden, CHRP***  
*Human Resources Consultant*  
*Limestone District School Board*