



Human Resources Department
Burnaby School Board
5325 Kincaid Street
Burnaby, BC V5G 1W2

Re: Payment for District Professional Development Day – Teacher-on-Call

I attended the B.T.A. sponsored District Professional Development Day and believe that I qualify for payment as per the terms of Section B.39 of the Collective Agreement.

I was in attendance for the following sessions (please check one):

- a.m. only session(s) title & location: _____
- p.m. only session(s) title & location: _____
- a.m. **and** p.m. session(s) title & location: _____

ELIGIBILITY:

I am a (please check one):

- teacher-on-call who: has taught 15 out of the 30 school days prior to District Pro-D Day
 has taught the 10 consecutive teaching days prior to District Pro-D Day

I therefore request payment for my attendance at the district-wide day.

Sincerely,

Signature Date

Name-Please Print School

Employee Number

To be Returned to Human Resources within Two Weeks of the District Pro-D Day