



Human Resources Department
Burnaby School Board
4054 Norfolk Street
Burnaby, BC V5G 0C3

Re: Payment for District Professional Development Day – Part Time Teacher

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):

- part-time teacher who is not scheduled to work Fridays
- part-time teacher who is scheduled to work Fridays: a.m. only or
 p.m. only

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

Signature Date

Name-Please Print School

Employee Number

To be returned to Human Resources Within Two weeks of the District Pro-D Day.