

Short Term Education Leave (STEL) Guidelines: 2021-2022



What can I use STEL money for?

The intention of the STEL fund, as negotiated with our employer, is to provide an educational leave for professional development (PD) opportunities. STEL funds allow members to attend **conferences, workshops, seminars or other activities** designed for teachers to develop knowledge and/or skills related to their current teaching assignments. **Please include a screenshot of your current year's timetable with your application.**

Who can apply for STEL funding?

- OSSTF District 24 (D24) tenured or probationary teachers are eligible, including teachers currently on statutory or personal leave.
- Long Term Occasional teachers (LTO) are eligible for STEL funding if the activity takes place during their LTO placement or during the summer following their teaching assignment.
- Teachers who retire by June 30th of a school year are **not** eligible for STEL funding in July and August.

Examples of Approved Events

- Registration for one or more courses, lectures or seminars offered at a trade show or similar exhibit
- Curricular and cross-curricular conferences such as CATC by the Water, GAFE Summit, OMLTA, STAO, OHASSTA, etc.
- Hands-on workshops designed to improve instructional practice in your current teaching assignment.
- For the 2021-2022 year ONLY, members can receive up to \$500 to complete an AQ course
- Summer PD activities such as OTF Summer Institute, Projet à Québec, etc.

Examples of Non-Approved Events

- Visits to trade show booths or similar exhibits
- Multi-session courses/workshops offered by accredited colleges or universities.
- Personal PD activities such as fitness, diet or stop-smoking workshops
- Courses which are tax-deductible (except AQ courses during the 2021-2022 school year)
- Supervision of students on a curricular field trip
- Acting as a workshop facilitator, without registering in other workshops

How do I apply for STEL funding?

- Download** the STEL form from the TBU website at www.d24tbu.ca.
- Complete** and **sign** the form as the applicant.
- Have an Administrator **sign** the STEL form.
- Include copies of supporting documentation** (i.e. brochure or invoice outlining costs, dates, and schedule of the event). Also, indicate whether the cost of a membership of the sponsoring organization is included or in addition to the Registration fee.

- ❑ **Send** the signed form **and** documentation **via Board courier**, addressed to the “STEL Administrator” at the “D24 Office”. Scanned, signed forms are also acceptable and can be sent by email to osstfd24office@gmail.com.
- ❑ Applications **must** arrive at the D24 office a minimum of **3 weeks before the event or** by the last working day of May for an event in July or August to ensure approval prior to the activity. Please send in requests as early as possible.

How much STEL funding are members able to access?

Eligible members may apply for multiple events in a year, but the maximum funds allotted per member annually is **\$500 plus, up to 2 OT coverage days**. (The temporary AQ funding eligibility is in addition to this amount.)

The STEL year follows the school year calendar. It **begins September 1, 2021** and **ends on August 31, 2022**

Expense Details:

- If a member is absent from classes for a STEL-sponsored event, OT coverage for those classes **must** be requested and approved STEL absences **cannot** be covered by on-calls.
- Mileage **will be** reimbursed at a rate of \$0.35/km, or the cost of commercial transportation, whichever is less.
- Meal expenses (excluding alcohol), hotel costs (excluding movies, mini-bars, laundry etc.) and parking expenses can be claimed; receipts must be provided.
- Claims for amounts less than \$20.00 will **not** be processed.

How do I get reimbursed for STEL expenses?

- ❑ Once an application is approved, an expense voucher will be forwarded by our Office Administrator, Jennifer Roth, with a set of instructions. An Educational Leave Number will be issued to the expense voucher. Record it on your absence sheet for an Administrator.
- ❑ Ensure that the OT section of the expense voucher is completed and signed by an Administrator. Even if you are not getting any money back, if you used an OT, you must fill out the expense voucher. Ask the Administrator to include the name(s) of the OT (s) on the form before signing.
- ❑ Within 30 days of the event, submit the completed and signed expense voucher, along with dated receipts, either in person or via the Board courier to the D24 Office.

Important reminders regarding STEL funding:

- ❑ If the event is cancelled, or you have decided not to attend, inform the D24 Office via Email (osstfd24office@gmail.com) as soon as possible, so funds can be made available to other eligible members.
- ❑ If travelling as group, **request separate receipts** when eating at restaurants.
- ❑ If attending an event in the United States, the exchange rate calculations will be made by the D24 Office.
- ❑ All applications are subject to approval by the TBU President. The PD Committee sets the rules and acts as the appeal body.
- ❑ When **100%** of the STEL budget has been **pre-approved**, the STEL fund will be **frozen without prior communication** to the membership. At that point, the TBU President will communicate to members that no further STEL applications will be accepted.