

## ATTENDANCE AT NON SCHOOL DIVISION BASED PROFESSIONAL LEARNING

---

(1) **Guidelines – Attendance at Professional Learning Sessions/Conferences**

Attendance at any out of school Professional Learning opportunity during scheduled work time must have prior authorization of the principal or supervisor.

(a) Learning Opportunities Within Manitoba

- (i) Any conference/professional learning session that is up to two days in duration (including travel) must have the approval of the principal/supervisor. The request must be made at least seven days before the date of the conference/professional learning session.
- (ii) For professional learning sessions up to two days, a report may be requested by the administrator/supervisor and will be submitted within two weeks of the conference (GCID-E1 – Report - Professional Learning Sessions and Conferences).

(b) Learning Opportunities Outside Manitoba

- (i) Applications to attend any out-of-province conference/professional learning session must have the approval of the administrator/supervisor and then the superintendent or designate. The request must be made at least six weeks before the date of the conference/professional learning session.
- (ii) Upon completion of the conference/professional development session, a written report (GCID-E1 – Report - Professional Learning Sessions and Conferences) will be submitted within two weeks to the principal/supervisor.

(c) Virtual Events

Any virtual conference must have the approval of the principal supervisor. The request must be made at least 14 days before the date of the conference/professional learning. A written request (Form GCID-E4) must also be submitted and approved by the IT department before registration if the session will be viewed in the RETSD environment

The following factors will be considered in determining approval:

- (i) immediate relevance to work assignment and divisional priorities;
- (ii) length of absence from workplace;
- (iii) cost to the school/school division;
- (iv) frequency of attendance at similar conferences/professional learning sessions;

## ATTENDANCE AT NON SCHOOL DIVISION BASED PROFESSIONAL LEARNING

---

- (v) degree of interruption created for students/school/department by releasing the individual to attend the conference/professional learning session;
  - (vi) number of other individuals from within the organization who will be in attendance at the same conference/professional learning session;
  - (vii) future commitment or obligation by attendance at the conference/professional learning session;
  - (viii) for professional staff, the number of anticipated school days released from the classroom during the year.
- (d) Applications for financial assistance will be considered and allocated according to the funding guidelines.

### (2) **Funding Guidelines for Out-of-Province Sessions/ Conferences**

The division supports professional learning and will provide financial assistance to staff to attend an activity directly related to the educational and/or operational role being performed. In order to provide a fair and equitable allocation of financial support, the following guidelines are to be followed:

- (a) All applicants must complete form GCID-E3 – Out-of-Province Professional Learning Request for Support.
- (b) Approval for funding will be limited to a maximum of one out of province professional development activity every two years. This does not imply that staff will be entitled to attend a major conference every two years.
- (c) Reimbursement amounts will be declared upon approval of each request and will include the cost as per guidelines (see Section 3 below).
- (d) Required original detailed receipts for hotel and travel must be submitted for reimbursement. A credit card receipt or statement is not sufficient.
- (e) When more than one staff member is attending the same conference, efforts should be made to coordinate the registration and accommodations in order to be cost effective.
- (f) School budgets or other divisional budgets shall not be accessed to cover costs not reimbursed. This does not include the cost of substitute staff.
- (g) Financial assistance is limited to the total funds included in the budget.
- (h) Employees who are requested to conduct a session at an out of province event will be subject to these guidelines.

## ATTENDANCE AT NON SCHOOL DIVISION BASED PROFESSIONAL LEARNING

---

### (3) Expense Reimbursements for Sessions/ Conferences

Reimbursement for attendance at conferences and conventions outside of Manitoba shall be arranged with the Superintendent's Department within a limit of actual expenditures not to exceed the following guidelines:

- (a) Except for short journeys where the use of a motor vehicle, bus or train is more economical, air travel is the accepted normal method of transportation for division business travel. Economy class shall be paid.

If an employee has requested and is authorized to use a private vehicle, reimbursement shall be at the mileage rate as set by the board.

- (b) Actual convention registration costs.
- (c) Employees are authorized to stay in establishments which are conveniently located and comfortably equipped, but the use of luxury accommodation is to be avoided.

Actual single rate hotel room costs will be paid for dates on the registration form plus one additional day.

- (d) For each full day outside of Manitoba, the employee shall be paid a composite allowance of \$75.00 as reimbursement for reasonable costs for meals and incidental expenses distributed as follows:

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$30.00
Incidentals	\$15.00

If the first or last day of travel is less than a full day, reimbursement for meals shall be prorated accordingly in addition to the full incidental allowance.

If the conference is held in the United States, the above amounts will be paid in United States funds.

Travel will normally include one day prior to the conference and one day after the conference has been completed.



**ATTENDANCE AT NON SCHOOL DIVISION BASED  
PROFESSIONAL LEARNING**

---

Throughout the total period of travel and conference attendance, deductions from daily allowance shall be made in respect of meals provided, such as meals on route, those included in conference registration fees and meals sponsored by an outside third party. The deductions shall be in the amounts indicated above.

Effective Date: June 7, 2005      Review Date: December 11, 2019  
November 15, 2011  
Amended Date: February 19, 2013;  
March 16, 2021  
Board Motion(s): 301/05; 360/11;  
48/13; 76/21  
Legal/Cross Reference: