

## **\*\*NEW\*\* Booking TTOCs for Professional Development \*\*NEW\*\***

### **In Employee Connect**

1. Under Absences choose:

Add Request for Leave: Professional Development Tch ▼

Add

[HELP - Select the Correct Leave](#)

2. Click the Add button.

3. Category Professional Development Event ▼

4. If Booking a TTOC using

- a. Individual Pro D funds choose: Personal PRO D
- b. School-Based Pro D funds choose: School PRO D
- c. Collaboration Grants, Mentorship or Special Requests

Choose: District PRO D

Absence Reason	... No Absence Code ... ▼ *
First Date of Leave	... No Absence Code ...
Last Date of Leave	Personal PRO-D
Total Number of Days	School PRO-D
Rationale/Reason	District French (Que. Trip)
	District Track
	District PRO-D

- d. Under Rationale/Reason indicate:

Collaboration, Mentorship, Special Requests

Rationale/Reason (Details/Where/Why/Billing Reason)

### **In SmartFind**

To Book TTOCs using

1. Individual funds choose:

Reason: 60 Personal Pro-D - Teacher ▼

2. School-based funds choose:

Reason: 61 PRO-D SCHOOL BASED ▼

3. District funds such as Special Requests, other district ProD choose:

Reason: 58 District Pro-D - Teacher ▼

4. For Collaboration Grants choose:

Reason: 69 Teach Pro-D Collaboration ▼

5. For Mentorship choose:

Reason: 70 PRO-D MENTORSHIP ▼