

CEA Members: Remember your 2019-20 PD benefits!

\$1180

You receive **\$1180** (prorated by FTE) on *either* your December *or* May paycheck.

This is an
OFFSET
payment

This money is intended to offset costs you incur for registration fees, lodging, food, travel, or tuition related to your ongoing professional learning.

**NO
PRE-APPROVAL
TRACKING or REIMBURSEMENT
REQUIRED**

14 Hours

You are entitled to **up to 14 hours of pay** (prorated by FTE) for attending *beyond-the-contract day* professional learning of your choice.

This applies to classes, workshops, or trainings offered by
ANY REPUTABLE ORGANIZATION
in addition to our district offerings

If you attend district offerings, simply *sign in on the orange sheet* and you'll be paid!

If you attend offerings from the ESD, OSPI, or any other reputable education training organization, use the form found at:
<http://bit.ly/14pdHOURS>

One Day

You are entitled to **one day of Self-Directed PD Leave** (prorated by FTE and is **accumulative**) for attending conferences, trainings, or workshops *occurring during the workday*.

This day can be used for:

- **Conferences**
- **Trainings**
- **Workshops**

that *occur during your work day* **and require you to be away** from your assigned duties.

This day **cannot** be used for:

- *Travel to/from a conference or workshop*
- *Planning or team meetings*
- *Curriculum development*

Put your absence in AESOP as far in advance as possible!!
Use the code "*Cert Self-Direct PD.*"