 **PROFESSIONAL IMPROVEMENT FUND LEAVE REPORT FORM**

This report must be submitted to the Superintendent of Personnel Services c/o the PIF Administrative Assistant, ATA Local #55 (pif@ataloc55.ab.ca), within 30 days of utilizing release time under the approved PIF Funding. Thank You.

|  |  |
| --- | --- |
| **Name** |       |
| **School/Department** |       | Employee ID: |       |
| **Email:** |       |

**DETAILED ACCOUNT OF UTILIZATION OF RELEASE TIME GRANTED UNDER PIF FUNDING:**

**DATE UTILIZED**

**RELEASE TIME: ACTIVITY PARTICIPATED IN (EG. Exam Writing, Thesis Writing etc.):**

|  |  |
| --- | --- |
|  |       |
|  |       |
|  |       |

**What outcomes were achieved to support teaching and learning? How will you bring back your studies to support your students/yourself?**

|  |
| --- |
|       |

|  |
| --- |
| **This is to certify that I utilized the release time noted above to support my pif funding grant:** |
| DATE: |   |
| SIGNATURE: |  |

Submit this form to:

**Professional Improvement Fund**

**pif@ataloc55.ab.ca**

*Refer to* ***"PIF GUIDELINES”*** *for further information.*