 **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](mailto: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.):**

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

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| --- | --- |
| **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**](mailto:pif@ataloc55.ab.ca)

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