

EDUCATION FUND COMMITTEE GUIDELINES FOR APPLICATION

For the period July 2011 to June 2012

The purpose of the Education Fund is to support continuing education by providing funding to enable participation in workshops, seminars, short courses and self-study modules including CNA certification and recertification programs. Reimbursement may be made for university, college and post graduate courses related to the profession to a maximum of \$ 700.00 per year (proof of enrollment must be attached).

1. Applicants must be current dues paying members of the Prince Edward Island NursesqUnion, or on maternity leave.
2. Members who are permanent (full-time, part-time and probationary), temporary, or casual may apply for **direct costs** for registration, course costs, and required textbooks and for **out of province accommodation costs** to a maximum of **\$700.00 annually**. They may also apply for **salary replacement costs or pay** for up to **22.5 hours annually**, subject to the criteria in Section 8 below.
3. Applicants must apply for pre-approval of direct costs and salary reimbursement to the Education Fund Administrator at:

Education Fund, c/o Lloyd Adams
13 Edgeview Court, Stratford PE C1B 0H8
Tel: 902-569-2611 Fax: 902-569-3522
Email: edufund@pei.sympatico.ca
4. Please note that if you have been approved for registration and course material costs, **your receipt must be in your name for reimbursement**. Payments will not be made directly to employers who have paid fees on your behalf.
5. Applications will be processed on a weekly basis, in the order they are received, for courses occurring no later than 90 days from date of processing. The fund is divided in two equal portions; one half of the fund will be allocated for the period July 1 to December 31 and one half from January 1 to June 30. Applications will be processed until the fund has been depleted. Individuals are responsible for keeping a record of the funding they receive throughout the fiscal year.
6. Completion of Application Form:

A separate application form must be completed for each workshop for which funding is requested. All pertinent information, and a course outline, must be included with the application. The application form and guidelines are available on the PEINU website at www.peinu.com.
7. Expenses, to a maximum of **\$700.00** annually.

Cost for registration, course costs and required textbooks and Out of Province accommodation costs are eligible expenses.

8. Salary compensation, to a maximum of **22.5 hours** annually as follows:

- a) Full-time employees, whether they are working or not on the day of the course, will receive salary replacement or may choose to bank this as time in lieu. At the time of application, they will be required to specify the date(s) they need to be replaced and this replacement must occur within thirty (30) days of the course date(s). If the workshop is less than 6 hours duration, they may bank the actual hours attended, if the workshop is between 6 and 7.5 hours duration, they may bank 7.5 hours, if the workshop duration is more than 7.5 hours, they may bank the actual hours attended.
- b) Part-time and casual employees who are replaced on the day of the course will be paid salary on that day and the employer will be eligible for replacement costs.
- c) Part-time and casual employees who are not scheduled to work on the date of the course will be paid salary for that day and the employer will be reimbursed from the education fund. If the workshop is less than 6 hours duration, payment will be for the actual hours attended, if the workshop is between 6 and 7.5 hours duration, payment will be for 7.5 hours, if the workshop duration is more than 7.5 hours, payment will be for the actual hours attended.

10. Letter of Approval

On approval of your application, you will receive a pre-approval letter and claim form detailing the specific amount(s) of funding provided as well as procedures for claiming expenses. It is your responsibility to provide your Employer with a copy of the letter, in addition to completing the appropriate leave forms, to assure salary payment and accurate billing of the Committee.

11. Re-application

Once an application has been approved, additions or changes to the application may be considered.

12. Claiming expenses

Upon payment of workshop, forward (by fax or mail) the completed claim form and receipt for registration and course materials to the administrator at:

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Receipts for Direct Costs must be submitted no later than 60 days following the completion of the course. Receipts received beyond the 60 day period will not be compensated.

Please note that if you have been approved for registration and course material costs, your receipt must be in your name for reimbursement. Payments will not be made directly to employers who have paid fees on your behalf.