



## Professional Development for Occidental College SEIU Represented Staff

### Occidental College's Professional Development Fund

The College has established a Development Fund through which full time bargaining unit employees may be able to receive reimbursement of up to \$500 for approved expenses associated with professional development activities that are directly related to their current job duties (as determined by the College in its sole discretion).

Reimbursement requests must be submitted to and approved or disapproved by the employee's supervisor, on a **Professional Development Opportunity Request Form** developed by the College, which contains the type of reimbursement requested (travel, conference, lodging, etc.) and supporting documentation.

### SEIU Represented Staff Professional Development Opportunity Request Form (Please Complete and Submit to Your Supervisor At Least 4 Weeks in Advance of the Opportunity)

Employee Type:  Hourly Staff  Exempt Staff

Employee Name: \_\_\_\_\_

Employee Job Title: \_\_\_\_\_

