



April 21, 2022

Dear Eligible CCFA Members,

In an effort to simplify how continuing CCFA Members schedule their nine extra s.54 settlement PD days and prevent any confusion between regular requests for PD activities/funding, the College and the Union have agreed to the following process:

- Eligible members notify their Dean, Director or designate of when they wish to schedule their 9 extra settlement PD days using the attached email template.
- Eligible members need to use their nine extra PD days prior to August 31, 2024, whereupon any unused days are forfeit.
- Eligible members who have *already* submitted their request using the existing PD forms do not *also* need to send an email.

We apologize for any confusion and are grateful to everyone for your understanding and patience.

Sincerely,

**LYNELLE YUTANI (she/her/hers)**

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