

Chignecto-Central Regional School Board

Professional Development Committee (NSTU)

EDUCATIONAL LEAVES OF LESS THAN ONE YEAR

Guidelines:

Article 60.24-60.29 – See Reverse

Consideration will be given to applicants who can only complete the requirements of their proposal within the school day. Preference will be given to applicants who have not previously received a study grant from the P. D. Committee.

Application Process:

The teacher must:

STEP 1: Complete (a) this application form.

(b) a one page cover letter summarizing your proposed program.

(c) a detailed description of your proposal which includes a detailed time line and your course selection.

(d) complete Request To Be Absent online (Code 65 Half Year Study Leave).

STEP 2: Submit the package to principal for approval.

STEP 3: Forward the approved package to your Family of School Supervisor (FOSS). Upon approval, FOSS will submit the package to the Director of Human Resources.

STEP 4: Candidates will be informed of the decision of the committee.

Please Note: The P. D. Committee must receive the application 40 school days before beginning of proposed leave. In some circumstances the applicant may be required to make a presentation to the Committee.

Name: _____ School/Site: _____

Mailing Address: _____

Contract Status: _____ Professional Number: _____

Home Phone # _____ Subjects Taught: _____

Work Phone # _____ E-mail address: _____

Years of Service with Board: _____

Time Frame of proposed leave:

Dates: _____

Duration: _____

Have you previously been granted a study leave? _____

If yes, when? _____

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

FOSS Signature: _____ Date: _____

Director of Human Resources/Designate _____ Date: _____

Educational Leaves of less than One Year

60.24-60.29

60.24 Educational Leaves of less than one (1) year may be granted by the Committee in accordance with the priorities and criteria in 60.09

60.25 Teacher seeking educational leave of less than one (1) year shall apply in writing to the Superintendent (may be delegated to the Director of Human Resources) of the School Board. The Superintendent shall submit applications to the Committee no later than ten (10) days following receipt of the application. Where the Superintendent, or Director of Human Resources, declines to forward the application the applicant will be given the reasons in writing no later than ten (10) days following receipt of the application. Only reasons related to personnel or operational matters could cause a denial of an application by the Superintendent.

60.26 The decision of the Committee shall be communicated within five (5) days of the decision. The decision of the Committee is final and binding.

60.27 The School Board shall pay to the teacher granted an educational leave of less than one (1) year one hundred percent (100%) of the teacher's salary and benefits during the period of leave.

60.28 Education leave of less than one (1) year for study purposes shall be considered as continuous service with the School Board and benefits such as salary increments, cumulative sick leave, service and seniority shall accumulate during the educational leave of less than one (1) year.

60.29 A teacher granted an educational leave shall be required to remain in the employ of the School Board for a period of time equal to twice the length of the paid leave and shall be subject to the provisions of 60.22 and 60.23.

Teachers on Educational Leaves will not be eligible for any other assistance from the Professional Development Fund for the term of the leave.

The Committee Reserves The Right To Limit The Number Of Study Leaves And Number of Days Granted To Any Individual.