

Chignecto-Central Regional School Board

Professional Development Committee (NSTU)

EDUCATIONAL LEAVE OF ONE YEAR

Guidelines:

- Article 60.14 Educational leaves of up to one (1) year shall be available to teachers who meet the priorities and criteria established in 60.09
- Article 60.16 A teacher must have a permanent contract with the School Board and have at least three (3) years teaching with that School Board.
- Course load should include Thirty (30) Credit Hours during the September – June time period.
- Any changes require approval from the Professional Development Committee.
- Preference will be given to applicants who have not previously received a study grant from the P. D. Committee.
- Preference will also be given to applicants who are required to be on site.

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 and intended courses (not to exceed 5 pages)

STEP 2: Include a letter of reference from someone in a supervisory position with your school, family or region.

STEP 3: Forward 8 copies of completed package to the Director of Human Resources by February 15th before 4:00pm.

STEP 4: All applicants will be informed of the status of their application.

STEP 5: Candidates who have been selected for further consideration will be required to make a short presentation (maximum 15 minutes) to the committee.

STEP 6: Presentations will be scheduled early in March. (Refer to Committee Meeting Dates Page.)

STEP 7: Candidates will be informed of the decision of the committee as per article 60.

STEP 8: Successful candidates are required to make a short presentation regarding the outcome of their Educational Leave of One Year at the following November P. D. Committee Meeting.

Name: _____ **School/Site:** _____

Mailing Address: _____

Contract Status: _____ **Professional Number:** _____

Home Phone # _____ **Subjects Taught:** _____

Work Phone # _____ **E-mail address:** _____

Years of Services with Board: _____

If post secondary:

Have you applied for your program? _____

Have you previously been granted a full or half-year study leave? _____

If yes, when? _____

As per Article 60 your detail description should include proposed outcomes, potential benefits, and timelines.

Today's Date: _____

Revised August 2017 (Page 1 of 2)

Educational Leaves of One Year

60.14 – Educational leaves of up to one (1) year shall be available to teachers who meet the priorities and criteria established in 60.09

60.15 – Applications for educational leave must be submitted in writing before February 15th of each year 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 twenty (20) 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 before March 15th. Only reasons related to personnel or operational matters could cause a denial of an application by the Superintendent.

60.16 – A teacher must have a permanent contract with the School Board and have at least three (3) years teaching with that School Board.

60.17 – All applicants shall be notified of the decision of the Committee by March 31st of the calendar year during which the educational leave is to be granted.

60.18 – Educational leave of 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 one (1) year.

60.19 – A teacher granted education leave of one (1) year shall be paid during the leave one hundred percent (100%) of the salary and benefits which would ordinarily have been paid to the teacher if the teacher had not been on educational leave.

60.20 – A teacher granted educational leave of one (1) year shall return to the School Board in the school year immediately following the leave and shall remain in the employ of the School Board for at least two (2) years.

60.21 – On return from leave, a teacher shall be assigned, unless there is mutual agreement, to the same position or supervisory position. In the event of declining or changing enrolment patterns or administrative assignments, the teacher's placement shall be governed by the appropriate terms of the Local Agreement.

60.22 (i) If the teacher on leave due to termination pursuant to Article 20, involuntary transfer in the employment of spouse, illness, death, or disability, does not return to work for the School Board at the end of the educational leave the School Board shall not request reimbursement for the year of educational leave. In cases of involuntary transfer, the teacher may be required to provide documentation substantiating the involuntary transfer.

60.22 (ii) In all other situations the teacher will be required to reimburse the School Board for that teacher's salary, benefits and other educational costs of the year of educational leave. The teacher will be required to enter into a contract with the School Board which will allow the School Board to recover the salary, benefits and other costs of the educational leave.

60.23 – Where a teacher returns to work but does not fulfill the requirements of 60.20, the teacher shall be required to reimburse the School Board for that teacher's salary, benefits and other educational costs of the year of educational leave, a sum arrived at by pro-rating the amount received by the teacher while on study leave.

Teachers on Full Year Study Leave will not be eligible for any other assistance from the Professional Development Fund for the term of the leave. (August 1 through July 31)