

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
TEACHING STAFF LEAVES AND ABSENCES: EDUCATIONAL LEAVE	GCCAF/ GCCBF

I. POLICY

The Louis Riel School Division values lifelong learning as a means of enhancing the quality of education in the Division and of enriching its professional learning community. Accordingly, the Division supports the capacity of its teaching and administrative staff to access a variety of professional learning programs, including post-secondary education.

II. GUIDELINES

- A. Educational Leaves are granted at the discretion of the Superintendent of Schools. Teacher applicants having at least five (5) years of experience in the Division are eligible to request such leaves.
- B. Such leaves shall be granted for the pursuit of post-secondary education through full-time enrolment at an accredited post-secondary educational institution.
- C. The Superintendent of Schools may grant up to five (5) Educational Leaves effective for any given school year.
- D. An Educational Leave shall neither interrupt tenure nor count as experience for purpose of increment.
- E. During an Educational Leave, the teacher on leave shall receive the net difference between his/her salary according to the current collective agreement and the salary of a first-year teacher in the same salary classification.
- F. A teacher may retain benefits such as group insurance and medical plans, providing this is allowable under the terms of the master policies/plans, by paying the costs, which shall be deducted from the teacher's monthly pay cheques received while on leave.
- G. Upon return from leave, the teacher shall return to a comparable position.
- H. The administration of this policy and/or the applicable leave granted shall occur at no cost to the Board.

Adopted:	June 1, 2004	Legal References:
Revised:	April 16, 2019	

III. PROCEDURES

- A. For consideration for an Educational Leave, a teacher must apply to the Superintendent of Schools on or before September 15, for a leave to begin in January; and on or before April 15, for a leave to begin in September.
- B. A detailed plan of the proposed post-secondary studies shall be submitted with the application and include a description of all course work to be undertaken.
- C. The applicant must communicate any changes to the submitted plans for the Educational Leave to the Superintendent of Schools prior to the leave's approval.
- D. The applicant shall submit a signed acceptance form from the post-secondary institution offering the proposed program of studies.
- E. Once approved, any conditions of the leave shall not be altered without prior consultation with the Superintendent of Schools.
- F. At the end of the Educational Leave, the recipient shall provide to the Superintendent of Schools a transcript indicating the status of the proposed plan of studies.
- G. Teachers may be eligible for benefits under the Educational Leave Policy and the Deferred Salary Leave Plan during the same school year.
- H. Any leave granted will be conditional upon there being a first-year hire within the division.
- I. The duration of Educational Leaves may be one term, semester or a school year, as defined by the post-secondary institution.
- J. The application must include a commitment by the applicant to return to teaching/administrative duties for one full year, immediately following the Educational Leave.
- K. Should the teacher provided with an Educational Leave choose not to return to the Louis Riel School Division following the leave, as stipulated in **PROCEDURE J**, the teacher shall repay the full amount of money allocated under **GUIDELINE E** to the Louis Riel School Division.
- L. The Teacher and the Division shall enter into a binding agreement detailing the leave and conditions thereto.

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