

Apply for Educational Leave

Academic Year 2017-18

Unless otherwise requested by the employee and approved by the school district, the period of educational leave corresponds with one of the following:

- Fall Leave extends from the first day of the school year to the last day prior to the Christmas holiday period.
- Winter Leave extends from the first day of school following the Christmas holiday period to the last day of the university exam period or the last day prior to the Easter holiday period, whichever is later.
- Spring Leave extends from the first day of the spring semester of university classes (or up to two days prior) to the last day of the school year.

There are a total of **30** leaves available for teachers covered under the Provincial Collective Agreement; there are **3** leaves available for those teachers covered under the Labrador West Collective Agreement.

The Application Process:

- Teachers must be employed in this province for five years or more (by the end June 2017) to be eligible for paid educational leave for the 2017-18 school year.
- Application is made **to the District**, not directly to the Department of Education and Early Childhood Development.
- **The Districts' deadline for receipt of applications is January 13, 2017.**
- Districts may rank applications according to District needs.
- Districts forward applications to the Department of Education and Early Childhood Development.

The Decision-Making Process:

- A committee with representation from the Department of Education and Early Childhood Development, the Newfoundland and Labrador Teachers' Association and the Newfoundland and Labrador School Boards Association makes decisions on granting of leaves.
- The committee makes its selections by March 1 of each year.
- Successful applicants are notified by March 30 by the Committee Chair.
- In ranking candidates, school districts consider:
 - ✓ Whether the applicant has had paid leave in the past.
 - ✓ Whether the applicant's job is at risk without re-training/upgrading.
 - ✓ The educational needs of the District and rankings as recommended by the Director.
 - ✓ Regional representation.

Prior to enrolment, teachers must contact teacher certification@gov.nl.ca to ensure their course of study is approved for teacher certification upgrading.

If a candidate decides to enroll in a course of study other than indicated on the application, the teacher must seek approval of the Registrar of Teachers for their new course of study.

APPLICATION FOR EDUCATIONAL LEAVE

Policy Regarding Awarding of Educational Leaves

- (1) Leave shall normally be awarded for a duration of 1 university semester.
- (2) The maximum leave to be awarded to any one teacher shall be 3 university semesters.
- (3) A teacher will be eligible to receive an additional award five years after receiving an initial leave.
- (4) In any given year if the number of leaves available exceeds the number of "first-time" applicants, the additional awards will be given to applicants who have received an award previously.

Article 20 – Educational Leave [Article 31 – Labrador West Agreement]

- 20.01 [31.01]** Subject to the other provisions of this Article, a teacher who has been employed in Newfoundland and Labrador as a teacher for five (5) years or more may be eligible for Educational Leave up to one (1) year.
- 20.02 [31.02]** There shall be an Educational Leave Committee consisting of five (5) members, two (2) of whom shall be appointed by the Newfoundland and Labrador Teachers' Association.
- 20.03 [31.03]** Teachers who are eligible for Educational Leave and who wish to obtain such leave, shall make application to the School Board. Only applications which are approved by the School Board shall be forwarded to the Educational Leave Committee.

- 20.04 [31.04]** Prior to January 1 each year, the Minister shall notify the Educational Leave Committee of the number of teachers who may be granted educational leave in the coming school year. In any event, the minimum number of teachers who may be granted leave shall be twelve (12) per year, or the equivalent. [In any event, the minimum number of leaves which may be granted shall be 3.0 semesters per year, or the equivalent.]
- 20.05 [31.05]** The Educational Leave Committee shall, not later than the 1st day of March of the year of the award, select those teachers who are to be granted educational leave. The number selected by the Committee shall not exceed the number indicated by the Minister in accordance with Clause 20.04 [Clause 31.04].
- 20.06 [31.06]** Leave granted under this Article shall be at the rate of eighty per cent (80%) salary.
- 20.07 [31.07]** Upon completion of the Educational Leave, a teacher shall return to the School Board from which leave was granted, for a period of not less than double the period of leave granted.
- 20.08 [31.08]** A teacher granted Educational Leave shall, subject to Articles 9 and 29, on [upon] return be given the same position or comparable position in the same school, unless it is mutually agreed between the teacher and the School Board that the teacher return to a particular position.
- 20.09 [31.09]** The period in which a teacher is on Educational Leave with pay shall be considered as full time taught.
- 20.10 [31.10]** Nothing in this Article shall be deemed to preclude leave privileges which may be available to teachers under Article 19 [Article 30].

APPLICATION FOR EDUCATIONAL LEAVE
NEWFOUNDLAND AND LABRADOR TEACHERS' ASSOCIATION



Application for Educational Leave

September 2017 - June 2018

Name:

Employee ID No.:

(located on your statement of payment)

School ID No.:

Home Address:

Phone: (Home)

(School)

School District:

Region:

Email:

Present Teaching Certificate: Degrees/Diplomas:

Degree/Diploma:

Major Field of Study:

Date Conferred:

Degree/Diploma:

Major Field of Study:

Date Conferred:

Degree/Diploma:

Major Field of Study:

Date Conferred:

Current Teaching Assignment

Are you employed in a full time continuing contract?

Yes

No

Date of Last Course Taken:

No. of Years Teaching:

In the Province:

Elsewhere:

(Note: To be eligible for educational leave in 2017-18 you must have been employed in Newfoundland and Labrador for five years or more by the end of June 2017.)

Have you had paid educational leave in the past?

Yes

No

If yes, indicate the duration and year of leave:

Have you applied, but not been granted, educational leave in the past?

Yes

No

If yes, which year(s):

Dates for Which Leave is Requested: (Period: September - December 2017; January - April 2018; May - June 2018)

First Choice:

Second Choice:

Would you be interested in additional leave should additional leave become available?

Yes

No

Educational Institution:

What program of study do you intend to pursue?

Have you been accepted for this program of studies for the semester(s) indicated?

Yes

No

(If yes, please attach confirmation of acceptance from the educational institution.)

Have you sought approval of the program for certification upgrading from the Registrar of Teachers?

Yes

No

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Please give below any additional information related to the criteria listed on the front page re the decision-making process which you feel would assist the committee in making its decisions. (Please attach an additional sheet if more space is required.)

I am currently in a permanent contract with the NLESD/CSFP.

I hereby certify that I fulfill the requirements for educational leave as outlined in Article 20.01 of the Collective Agreement [Article 31.01 of the Labrador West Agreement] and accept the obligation imposed by Article 20.07 [Article 31.07 of the Labrador West Agreement] to return to the Board for A PERIOD OF DOUBLE THE PERIOD OF LEAVE granted upon completion of this leave.

Date:

Signature:

Instructions: Please download this form to your computer, complete the information required and email to the attention of Cindy Drodge, Human Resources (Education Division), Newfoundland and Labrador English School District. The email address is: cindydrodge@nlesd.ca

Deadline for Applications is January 13, 2017