



# Applying for Educational Leave

## Academic Year 2012-13

The period of educational leave corresponds with one of the following: Fall Leave extends from the beginning of the school year to the beginning of the Christmas holiday period. Winter Leave extends from the first day of school in January to the end of the university exam period or the beginning of the Easter holiday period. Spring Leave commences up to 2 days prior to the beginning of the third semester of university classes and continues to the end of the school year. The exact dates for the period of leave are to be determined between the teacher and the school board.

There are a total of **62.5** 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 2012) to be eligible for paid educational leave for the 2012-13 school year.
- Application is made **to the District**, not directly to the Department of Education.
- Districts may rank applications according to District needs.
- Districts must forward applications to the Department of Education by February 1.
- **DISTRICTS OFTEN HAVE AN EARLIER DEADLINE. CHECK WITH YOUR DISTRICT OFFICE.**
- **Applications received after February 1 will not be considered.**

### **The Decision-Making Process:**

- A committee with representation from the Department of Education, the Newfoundland and Labrador Teachers' Association and the Newfoundland and Labrador School Boards Association makes decisions on granting of awards.
- The committee makes its selections by March 1 of each year.
- Successful applicants are notified by March 30 by the Committee Chair.
- In making its decision, the Committee considers several criteria including, but not limited to:
  - ✓ Whether the applicant has had paid leave in the past.
  - ✓ Current certificate level.
  - ✓ Whether study during leave will lead to a certificate upgrade.
  - ✓ 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.
  - ✓ Program of study (teacher supply and demand/program restrictions).\*

No one factor of those listed in the above criteria dominates the Committee's final decision. Each member of the Committee, after thorough discussion of all the factors and after reviewing in detail the information on each applicant, has input to the final selection. Every effort is made to apply the criteria in a consistent fashion, and some aspects of the procedure may be computer assisted.

**\* All programs for teacher certification upgrading purposes must have the prior approval of the registrar for teacher certification.**

**If a successful applicant changes his/her planned program of study from that indicated on the original application, the application must be reconsidered by the Selection Committee.**

# Policy Regarding Awarding of Educational Leaves

- (1) The maximum leave to be awarded any one teacher shall be 3 university semesters.
- (2) Leave shall normally be awarded for a duration of 1 university semester.
- (3) A teacher will be eligible to receive an additional award five years after receiving an award.
- (4) Notwithstanding the above, a teacher may receive additional awards if that teacher is pursuing a program of studies at the request of the Educational Leave Committee or a program of studies which the Committee has identified as one to receive priority.
- (5) 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 twenty-five (25) 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 Article 9 [Article 47], 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

## September 2012 – June 2013

NAME: ..... S.I.N.: .....

HOME ADDRESS: .....

PHONE: (Home) ..... (School) .....

SCHOOL DISTRICT: ..... 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: .....

DATE OF LAST COURSE TAKEN: .....

NO. OF YEARS TEACHING: In the Province: ..... Elsewhere: .....

*(Note: To be eligible for educational leave in 2012-13 you must have been employed in Newfoundland and Labrador for five years or more by the end of June 2012.)*

**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): .....

List of other awards, scholarships, fellowships, etc., which you may receive for the period of leave: .....

DATES FOR WHICH LEAVE IS REQUESTED: (Period: September - December 2012; January - April 2013; May - June 2013)

First Choice: ..... Second Choice: .....

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.)*

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 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].

Date: ..... Signature: .....

**NOTE TO TEACHERS:**

Please **forward to your School District** and from there it will be forwarded to the Department of Education. Districts must forward applications to the Department of Education by **FEBRUARY 1, 2012**.

*Districts often have an earlier deadline. Check with your district office.*

**OFFICE USE ONLY**

Approved on behalf of (name of District) .....

which agrees to the provision of Article 20.08 [31.08] and 20.09 [31.09].

School District Comments/Recommendations: .....

.....  
.....  
.....

Date: ..... Signature: .....

*(Chairperson or Director of Education)*

**Recommended for educational leave by the Educational Leave Committee for the period of:**

.....

Program of Study: .....

Date: ..... Signature: .....