

## **Educational Leave**

### Academic Year 2024-2025

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 December holiday period to the last day of the university exam period or the last day prior to the April 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 former Labrador West Collective Agreement.

#### **The Application Process:**

- Teachers must be employed in the K-12 public education system in this province for five years or more (by the end of the 2023-2024 school year) to be eligible for paid educational leave for the 2024-2025 school year.
- Application is made **to the District**, not directly to the Department of Education.
- **The deadline for receipt of applications to the District is January 12, 2024.**
- District may rank applications according to its needs. The District is currently seeking teachers wishing to upgrade to become qualified Instructional Resource Teachers, Guidance Counsellors, Educational Psychologists, and Speech Language Pathologists.
- District forwards applications to the Department of Education.

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***\* Prior to enrolment, teachers must contact [teachercertification@gov.nl.ca](mailto:teachercertification@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.***

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

- A committee with representation from the Department of Education, the Newfoundland and Labrador School Boards Association and the Newfoundland and Labrador Teachers' Association makes decisions on granting of educational 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, the District will consider:

- whether the applicant has had paid educational leave in the past;
- whether the applicant's job is at risk without retraining/upgrading;
- the educational needs of the District and rankings as recommended by the Superintendent; and
- regional representation.

### **Policy Regarding Awarding of Educational Leaves**

- (1) Leave shall normally be awarded for a duration of one university semester.
- (2) The maximum leave to be awarded to any one teacher shall be three university semesters.
- (3) In any given year if the number of leaves available exceeds the number of recommended "first-time" applicants, the additional awards may be given to applicants who have received an award previously.

### **Article 20: Educational Leave [Article 31: former 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.

#### 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 September 2024 - June 2025

### Teacher Demographics:

Name:

School ID Number:

Employee ID Number:

DOB:

Home and/or Mailing Address:

(Number / Street / City / Postal Code)

Contact Phone Number(s):

School:

School District:

Region:

Email:

### Please complete ALL sections below:

#### Present Teaching Certificate (Degrees/Diplomas):

Degree / Diploma:

Major Field of Study:

Date Conferred:

1. \_\_\_\_\_

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

#### Current Teaching Assignment:

Are you employed in a full time continuing contract?

Yes:

No:

If no, what percentage?

\_\_\_\_\_

Number of Years Teaching:

In the Province:

Elsewhere:

\*\* (Note: To be eligible for educational leave in 2024-2025 you **must** have been employed in Newfoundland and Labrador for five (5) years or more as of the end of June 2024.

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):**

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

**Yes:  No:**

**Please provide any additional information related to the criteria listed on the front page regarding the decision-making process which you feel would assist the committee in making its decision.**

I am currently in a permanent contract with the Newfoundland and Labrador English School District (NLESD).

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 former Labrador West Agreement] and accept the obligation imposed by Article 20.07 [Article 31.07 of the former Labrador West Agreement] to return to the NLESD for A PERIOD OF DOUBLE THE PERIOD OF LEAVE granted upon completion of this leave.

Date:

Signature:

\_\_\_\_\_  
Please note that your name typed here, will be accepted as your official signature.

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**Instructions for Completed Form:**

Please download this form to your computer, complete the information required in its entirety and email to the Human Resources Division at [hralon@nlesd.ca](mailto:hralon@nlesd.ca)

**Deadline for applications to be received at  
District Office is January 12, 2024**