

Administrative Procedures Manual	Administrative Procedure 448
	Educational Leave for Professional Support Staff
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: August 2016, June 2019, September 2019
LEGAL REFERENCE:	Section 18, 52, 53, 68, 196, 197, 204, 222, 225 Education Act Employment Standards Act Labour Relations Act Section 248L, Canada Tax Act Canada Income Tax Regulation 6801 Collective Agreements

Background

Division positions must be occupied by properly qualified personnel. Changing conditions may result in certain job skills becoming redundant, thereby necessitating the retraining of employees. The granting of leaves of absence for the purpose of educational improvement is supported.

Definition

Professional Improvement Leave is a leave of absence to a Professional Staff employee, granted by the Superintendent or designate for the purpose of full-time study approved by the Superintendent or designate to improve the staff member's qualifications in their current employment placement.

Procedure

1. The prime consideration of all educational leaves shall be the future workforce needs of the school system.
2. Employees who are within five (5) years of normal retirement shall cease to be eligible for educational leave.
3. Employees will not be granted leave to obtain qualifications which are normal for the position held except where:
 - 3.1 There is economic benefit to the Division in developing an internal employee rather than through external recruitment; or
 - 3.2 Retraining is necessitated because of changed programs or functions; or
 - 3.3 The labour market conditions are such that qualified applicants are unlikely to be available to meet the Division's future workforce needs.
4. All leaves are subject to approval by the Superintendent or designate.
5. After a minimum of five (5) years' service with the Division, a member of the Professional Support Staff individual contract group may take a one (1) school year leave of absence without pay.

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6. Applications for Professional Improvement Leave shall be submitted in writing to the Superintendent or designate by January 31 preceding the school year in which the leave will be taken.
7. No more than one (1) staff member shall receive such leave in one (1) school year.
8. Allotment of Leaves and Stipend
 - 8.1 The Superintendent or designate may grant an allotment to the Professional Support Staff individual contract group, Professional Improvement Leave in the total amount of 0.25 FTE per year.
 - 8.2 Such allotment of 0.25 FTE leave per annum may be allowed to accrue to a maximum of 1.00 FTE.
 - 8.2.1 The maximum of 1.00 FTE shall remain in place until reduced by an approved leave.
 - 8.2.2 At such time, the 0.25 FTE allotment per annum to the Professional Support Staff individual contract group will resume.
 - 8.3 The stipend for each Professional Improvement Leave shall be at seventy-five (75%) of the regular salary of the staff member on leave, for the period of the leave.
9. Service Needs and Obligations
 - 9.1 Leave which is used to improve professional qualifications through full time attendance at a University or equivalent institution shall be considered as service for the purpose of determining service and salary status.
 - 9.2 Staff members granted a Professional Improvement Leave shall enter into a contract with the Division to receive the funds allotted and to guarantee two (2) years of service to the Division upon return from their leave.
 - 9.3 Following the leave, the staff member shall return to a mutually agreed on position, or to the position occupied at the commencement of the leave.
 - 9.3.1 Should the position no longer exist, the Division will not guarantee employment, but will waive any monetary or service requirement outlined in 9.2.