

Administrative Procedures Manual	Administrative Procedure 411
	Appendix
	Deferred Salary Leave Plan Agreement
	APPROVED: September 2013
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LEGAL REFERENCE:	Employment Standards Code; Labour Relations Act Section 248L, Canada Tax Act; Canada Income Tax Regulation 6801 Collective Agreements

MEMORANDUM OF AGREEMENT

This agreement made in duplicate this _____ day of _____, 20__.

BETWEEN:

**THE BOARD OF TRUSTEES OF THE
GRANDE PRAIRIE PUBLIC SCHOOL DIVISION**
(hereinafter referred to as the "Board")

AND:

(hereinafter referred to as the "Participant")

WHEREAS pursuant to the [Administrative Procedure 411 - Deferred Salary Leave Plan](#) dated _____, 20____, containing provisions under the heading "Deferred Salary Leave Plan" an eligible full time employee may apply prior to January 1 for participation in the Plan, provided the employee enters into an Agreement to comply with the conditions and terms set out in the said Plan.

AND WHEREAS the employee has applied to participate in said Plan on the terms and conditions set out therein and the board has agreed to approve the participation of the employee as hereinafter set out.

IN CONSIDERATION of the Mutual Covenants and Agreements herein contained, the Board and the employee covenant and agree as follows:

1. This Agreement shall not be construed as a Contract of Employment.
2. Enrolment in the Plan shall become effective for the school year commencing _____ 20 ____.

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3. During the years from _____, 20__ to _____, 20__ the employee will work for the Board at the regular salary to which the employee would otherwise be entitled less the percentage amounts set out in this Clause to finance the leave period, subject to the terms and conditions set out in said Plan.

1st Year _____, 20__ to _____, 20__ = _____%

2nd Year _____, 20__ to _____, 20__ = _____%

3rd Year _____, 20__ to _____, 20__ = _____%

4th Year _____, 20__ to _____, 20__ = _____%

5th Year _____, 20__ to _____, 20__ = _____%

4. The Leave of Absence shall commence _____, 20__, and end _____, 20__, subject to the terms and conditions set out in the said Plan.

5. The employee directs and the Board agrees to pay Accrued Interest to the employee on each of the following dates:

- a. the December 31 which occurs at the end of the calendar year in which the employee becomes a Participant;
- b. each December 31 occurring after the date specified in (a) above, while the employee participates in the Plan, and
- c. the last day of the Leave of Absence, or when the Board makes a payment under Section 8 of *Administrative Procedure 411 - Deferred Salary Leave Plan*.

6. The provisions of the *Administrative Procedure 411 - Deferred Salary Leave Plan*, a copy of which is attached hereto, as amended from time to time, shall be deemed to be part of this Agreement and is hereby incorporated by reference.

7. The employee agrees to indemnify and save the Board harmless from and against any and all liability, loss, damages, costs or expenses which it may hereafter incur, suffer or be required to pay by reason of the participation of the Board in said Plan.

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IN WITNESS WHEREOF, the Parties hereto have executed this Agreement, this _____
day of _____, 20_____.

BOARD OF TRUSTEES
GRANDE PRAIRIE PUBLIC SCHOOL DIVISION

SEAL

EMPLOYEE
