

## South Shore Regional Professional Development Fund Guidelines - Educational Leaves of One Year

### Purpose

- To allow a teacher to pursue a full year professional development opportunity.

### Eligibility

- Any teacher with a permanent contract and a minimum of three (3) years teaching experience (at the end of the school year in which the application is made) with the South Shore Regional School Board.
- The leave shall be related to the work for which the teacher is responsible or may reasonably be expected to be responsible for in the future. Educational leaves shall not be granted for in-school organizational and housekeeping purposes.
- Applications will only be considered if they meet one or more of the program priorities established by the South Shore Regional School Board and any additional criteria established by the Committee.
- It is expected that applications for study will include the applicant's registration in a full university course load. Applicants are required to provide an unofficial transcript of course work completed during the leave.

### Application Procedure

- Teachers must complete the Educational Leave of One Year Application Form available on the Board Website on or before February 15th of the year prior to the leave.
  - Teachers must include the following with the application form a clear and detailed outline of the proposal and a clear and detailed explanation of how the proposal meets one or more of the program priorities established by the School Board and any additional criteria established by the Committee with the application form.
- The Director of Human Resources may deny an application for reasons related to personnel or operational matters. If the Director of Human Resources declines to forward an application to the Committee for consideration, the applicant will be given the reasons in writing by March 15th.

### Review Process

- Preference will be given to those candidates who have not previously received an Educational Leave of One Year.
- The Committee will conduct personal interviews with shortlisted applicants and will assess the applications using the Educational Leave Scoring Rubric.
- All applicants will be informed of the Committee's decision by March 31st of the calendar year during which the Educational Leave is granted.

### Conditions of Leave

- A teacher granted an Educational Leave of One Year shall provide a confirmation of registration and successful completion of the courses taken during the Leave by September 30th of the year following the Leave, with an interim written report submitted to the Committee by February 1. This would indicate courses completed to date, as well as an outline of courses to be completed.
- A teacher granted an Educational Leave of One Year shall return to the School Board in the school year immediately following the Leave and shall remain in the employ of the School Board for at least two school years.
- Prior to the commencement of an Educational Leave of One Year, the successful applicant will be required to enter into a contract with the School Board which will allow the School Board to recover the salary, benefits, and other costs

of the Educational Leave if the applicant does not return as stipulated in the Teachers' Provincial Agreement.

- When a teacher returns to work but does not fulfill the requirements as stipulated in the Teachers' Provincial Agreement, the teacher shall be required to reimburse the School Board for the applicant's salary, benefits, and other costs of the Educational Leave on a pro-rated basis.

### **Expenses**

The following expenses will be covered:

- Replacement teacher costs

Please note that the Professional Development Fund does not cover any other costs, including tuition for courses taken, in whole or in part, while the teacher is on Educational Leave.