

## **Educational Leaves of Less Than One Year**

*To allow a teacher to pursue a long-term professional development such as attending a post-secondary institution for a semester; or a short-term professional development such as, mentoring, peer-coaching, teacher initiated collaborative projects. An educational leave does not cover the regular duties of a teacher, such as lesson preparation or resource management.*

### **Eligibility**

- Permanent, probationary, or term teacher employed by the SSRCE. Required to remain in the employ of the SSRCE for a period of time equal to twice the length of the paid leave.
- Not for in-school organizational and housekeeping purposes.

### **Expenses**

- The Fund will pay for the cost of the replacement teacher.
- Days must be used within ninety (90) days of approval or by the end of the current school year, whichever is earliest.
- **Note:** A teacher on Educational Leave is not eligible for Professional Development Course Grants

### **Application Procedure**

- Submit completed Educational Leave of Less Than One Year. Application Form is available on the Regional Centre's website.
- Include a clear and detailed outline of the proposal with the application form, including proposed dates of the leave.

### **Approval / Denial of Application**

- Applications are approved/denied at regular monthly meetings.
- 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.