

Policy:	Teacher Leaves	HR-802
Division:	Human Resources	

ADMINISTRATIVE PROCEDURES/REGULATIONS.

1. Sick Leave

- 1.1 Teachers who are unable to perform their duties due to injury, illness or other disability must inform their Principal or immediate supervisor in a timely fashion so appropriate arrangements, including the hiring of a substitute or replacement teacher, can be made.
- 1.2 The Assistant Director of Education (Human Resources) or designate will monitor the use of sick leave throughout the District.
- 1.3 Upon proof of illness, and after the expiration of a teacher's paid sick leave, unpaid sick leave shall be granted in accordance with Clause 15:13 of the Provincial Collective Agreement or Clause 27.08 of the Labrador West Collective Agreement.

2. Paid Educational Leave

- 2.1 Teachers who are in a permanent position with the District will be considered for paid educational leave based upon school district criteria which reflect current needs for training within the District, and in accordance with Article 20 of the Provincial Collective Agreement or Article 31 of the Labrador West Collective Agreement.
- 2.2 The District will use the following criteria for prioritizing nominations for consideration by the provincial Educational Leave Committee:
 - a) **Category 1:** Teachers who need to complete a program to continue in their present positions.
 - b) **Category 2:** Teachers who are upgrading in areas important to the overall objectives of their particular school and of the District.
 - c) **Category 3:** Teachers who are upgrading in programs which are consistent with their teaching assignment.
 - d) **Category 4:** All other applicants.
- 2.3 Nominees who have been approved for Paid Educational Leave must notify the District of the dates of the commencement and termination of this leave within 30 days of his/her notification of leave approval by the provincial Educational

Leave Committee. Exceptions to the 30 days notification may be considered on an individual basis.

- 2.4 The deadline for submission of Educational Leave applications to the District shall be the last working day before the Christmas Break.

3. Professional Leave

- 3.1 The School District endorses the development of a Professional Development Plan at the school level and a Professional Growth Plan by each teacher. The individual Professional Growth Plans must support the goals of the School Development Plan and the District's Strategic Plan.

- 3.2 Professional Development (PD) is classified in three categories:
- a) District and/or Department of Education Professional Development (PD)
 - b) NLTA PD events (e.g. SIC, Teacher Induction, etc.)
 - c) PD sponsored by other agencies or interest groups including those working in partnership with the K-12 school system.

- 3.3 The District places priority on District-Sponsored PD.

- 3.4 Requests for PD Leave shall be considered in accordance with Clauses 18.04 and 18.05 of the Provincial Collective Agreement or Clause 29.04 of the Labrador West Collective Agreement.

- 3.5 When a school(s) is closed for PD, teachers are not required to make individual requests for leave.

- 3.6 Any teacher unable to attend a scheduled PD session must contact his/her school principal prior to the commencement of the session. The principal must ensure that an accurate attendance record is maintained for the day.

- 3.7 Should a teacher, in consultation with the principal, determine that a PD activity sponsored by an outside agency will accrue professional benefit to the teacher and the school, normal leave procedures will apply.

4. Maternity/Adoption/Parental Leave

- 4.1 All requests for Maternity/Adoption/Parental leave shall be in accordance with Article 17 of the Provincial Collective Agreement or Article 28 of the Labrador West Collective Agreement.

- 4.2 Teachers accessing paid sick leave following delivery, and prior to commencing maternity leave, must submit a medical certificate on the form provided by the

District. The form is available upon request from the NLESD Human Resources Division.

- 4.3 All job postings and contract letters for Maternity/Adoption/Parental leave replacement positions shall state that the end date of the term position may vary, depending on the early return to work of the permanent teacher. Teachers on Maternity/Adoption/Parental leave shall give their principal or immediate supervisor at least 10 working days' notice in advance of an early return to work and the replacement teacher shall be notified of same immediately.

5. Deferred Salary Leave

- 5.1 In accordance with Article 51 of the Provincial Collective Agreement or Article 57 of the Labrador West Collective Agreement, any teacher having tenure with the District and requesting participation in the Deferred Salary Plan shall be granted approval, subject to the District hiring a suitable replacement.
- 5.2 The teacher must inform the Director of Education or designate of his/her intention to take this leave by the end of April, prior to the commencement of the school year in which the leave will occur.

6. District-Approved Leave

- 6.1 A maximum of three days leave with pay may be available to teachers at the discretion of the District in accordance with Clause 18:09 of the Provincial Collective Agreement or Clause 29.09 of the Labrador West Collective agreement.
- 6.2 All requests must be in writing to the Assistant Director of Education (Human Resources). For emergencies or instances with unavoidable time restraints, a telephone request for approval will be accepted and the teacher should forward his/her written request to the Assistant Director at the earliest opportunity.

7. Teacher Secondments and Leave Without Pay

- 7.1 The district will consider the following factors when assessing requests for TEACHER SECONDMENTS and LEAVE WITHOUT PAY:
 - a) Effect of the secondment/leave on students, instruction and delivery of programs;
 - b) availability of a competent, suitable and qualified replacement; and,
 - c) timing of the request in relation to the school calendar.

7.2 TEACHER SECONDMENT

- a) In accordance with Article 46 of the Provincial Collective Agreement or Article 45 of the Labrador West Collective Agreement, the Department of Education and Memorial University may second teachers with the mutual consent of the teacher and the District.
- b) Requests for secondment must be sent to the Director of Education. When the request involves a school-based employee, the principal of the school concerned will be consulted before a decision is made.
- c) Requests for secondment will be considered on an individual basis.
- d) Requests for secondment of probationary teachers will not be considered.
- e) Leaves for secondment may be granted for up to two years at the discretion of the District. Teachers in this situation will be deemed to be on leave from a specific position.
- f) If a secondment is extended beyond a two year period, the District will cease to hold a specific school-based position for the teacher.
- g) A District pool will be established for teachers whose secondment extends beyond two years.

7.3 LEAVE WITHOUT PAY

- a) Leave without pay may be granted under Article 19 of the Provincial Collective Agreement and Article 30 of the Labrador West Collective Agreement for reasons deemed valid by the District.
- b) Requests for leave without pay for a period exceeding one month in duration shall be made to the Assistant Director of Education (Human Resources). When possible, such requests shall be made at least three months prior to the commencement of the leave and shall state the reason for leave being requested.
- c) Leave requests and circumstances will be considered on an individual basis.
- d) Leave without pay for vacation purposes may be granted once per school year for a term not to exceed 5 days. Consideration will be subject to the factors cited in 7.1 above.
- e) Requests for unpaid leave beyond one week in duration will not be considered for probationary teachers unless extenuating circumstances exist.
- f) Leave without pay for the purpose of upgrading teacher qualifications and/or experience shall be credited as teaching experience for purposes of seniority and salary increments.
- g) A teacher elected to serve in the Provincial House of Assembly or House of Commons shall be granted leave without pay to serve one elected term of office.

- h) A teacher elected to the office of President of the Newfoundland and Labrador Teachers' Association or President of the Canadian Teachers' Federation shall be granted leave without pay to fill such office.