

EDUCATIONAL LEAVE

APPLICATION PROCESS:

1. Applications for Educational Leaves of less than one year must be submitted to the Professional Development Committee, C/O Tanya Forrest, Yarmouth Board Office, no later than the **2nd Tuesday** of each month, to be reviewed at the PD Committee Meeting on the **3rd Tuesday** of each month. Applications submitted late will either be returned or considered at the next meeting.
2. Educational Leaves of 1 year (Sabbatical) must be submitted to the Superintendent **by February 15th** of each year.

Teacher: _____	Professional #: _____
Address: _____	School/Site: _____
Postal Code: _____	Assignment/Position: _____
Home Phone: _____	Contract Status: _____

Date and length of previous leave(s) if applicable:	
1. Date(s)	Length

EDUCATIONAL LEAVE INFORMATION:

I am applying for an Educational Leave of one (1) year (Sabbatical) _____ (must be submitted by February 15th)

I am applying for a part-time Educational Leave: _____

Number of School Days: _____ Beginning on (date): _____ Ending on (date): _____

PURPOSE OF EDUCATIONAL LEAVE: Please attach a full detailed description.

A leave may be granted for the purpose of professional development, study or research. It shall be related to the work for which the teacher is responsible or may reasonably be expected to be responsible in the future. The description shall outline the purpose of the leave, its length, its location and its benefit to the system.

ANTICIPATED COSTS: Number of Substitute Days: _____

Annual Salary (for leaves of one year): _____

SIGNATURES AND COMMITMENT:

I agree to teach for the length of the time stated in Article 60.

Teacher's Signature	Date Submitted
Superintendent's Signature	Date

FOR COMMITTEE USE ONLY:

Approved (# of Days): _____ Not Approved: _____ Date: _____

Date Received: _____

NSTU Professional Development Educational Leave Guidelines

Educational Leaves of one (1) year (Sabbatical): (See Article 60.13 to 60.23)

- Shall be available to teachers who meet the priorities and criteria established by the Committee.
- A teacher must have a permanent contract with the Board, and have at least 3 years teaching with that Board.
- All applicants shall be notified of the decision of the Committee by March 31st of the calendar year in which the educational leave is to be granted.
- Shall be considered as continuous service with the Board and benefits such as salary increments, cumulative sick leave, service and seniority shall accumulate during the leave.
- A teacher shall be paid during the leave one hundred percent (100%) of the salary and benefits that would ordinarily have been paid if the teacher had not been on an educational leave.
- The teacher shall return to the Board in the school year immediately following the leave for at least two (2) years.

Educational Leaves of less than one year (see Article 60.24 to 60.29)

- May be granted in accordance with the priorities and criteria established by the Committee.
- A teacher shall meet the timelines established by the Committee (see reverse).
- The decision of the Committee shall be communicated within five (5) days of the decision. The decision of the Committee is final and binding.
- The teacher shall be paid one hundred percent (100%) of the salary and benefits during the period of leave.

What must be included in the description of the proposed educational leave?

- An educational leave may be granted for the purpose of study, research, professional development or curriculum development. A full description of the educational leave must accompany this application and it must indicate the candidate's intention to assume a full program.

What expenses can be charged to the fund and what expenses can be claimed?

60.11 When a replacement teacher is required for a teacher, whose application in any of the categories has been approved by the Committee, the fund shall be charged only the cost of the replacement teacher's salary and benefits.

FOR FURTHER INFORMATION, PLEASE REFER TO ARTICLE 60 OF THE LOCAL CONTRACT