

<b>Division</b> Human Resources	<b>Policy Series</b> 700	<b>Policy #</b> 700.8
<b>Subject</b> Teacher Leaves	<b>Replaces</b>	
<b>Responsible Authority</b> <ul style="list-style-type: none"> <li>• DIRECTOR OF EDUCATION</li> <li>• ASSISTANT DIRECTOR OF EDUCATION (Human Resources)</li> </ul>	<b>Date Approved</b> <b>APRIL 30, 2010</b>	
	<b>Effective Date</b> <b>JUNE 1, 2010</b>	
<i>Date Reviewed</i>	<i>Date Revised</i>	

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**700.8(1) Policy Name**

**Teacher Leaves**

**700.8(2) Policy Statement**

All leaves for individual teachers from positions with Nova Central School District shall be granted in accordance with provincial collective agreement provisions and the procedures outlined for this policy.

**700.8(3) Policy Rationale/Purpose**

Nova Central School District employees may require leave from work for a variety of reasons. The district supports and values employee professional development and is sensitive to the personal needs of employees. Leave may be granted for educational, personal, and medical reasons.

This policy and related procedures is intended to ensure that the processing of teacher leave requests is transparent and efficient, and outlines the process for the requesting, reviewing and granting of leaves to teaching staff.

**700.8(4) References**

- 700.8(4.1) NLTA Provincial Collective Agreement
- 700.8(4.2) Schools Act, 1997 (Section 33)
- 700.8(4.3) Nova Central School Board Strategic Plan 2006-2008

## 700.8(5) Scope

This policy applies to all teaching staff employed by Nova Central School District, including:

- Primary-Elementary Teachers
- Intermediate-High School Teachers
- Specialist Teachers
- Student Support Services Teachers
- School Administrators
- Program Specialists.

## 700.8(6) Roles and Responsibilities

Responsible Division: **Human Resources**

700.3(6.1) The **Assistant Director of Education (Human Resources)** or designate shall be responsible for the implementation, monitoring and revision of this policy.

700.3(6.2) **School Administrators** shall be responsible for the accurate record keeping of all school based leave requests.

## 700.8(7) Procedures

<b>700.8(7.1)</b>	<b>District Communication</b>
<b>700.8(7.2)</b>	<b>Leave requests</b>
<b>700.8(7.3)</b>	<b>Paid Educational Leave</b>
<b>700.8(7.4)</b>	<b>Professional Leave</b>
<b>700.8(7.5)</b>	<b>Maternity/Adoption/Parental Leave</b>
<b>700.8(7.6)</b>	<b>Sick Leave</b>
<b>700.8(7.7)</b>	<b>Deferred Salary Leave</b>
<b>700.8(7.8)</b>	<b>District Approved Leave</b>
<b>700.8(7.9)</b>	<b>Teacher Secondments</b>
<b>700.8(7.9)</b>	<b>Leave Without Pay</b>

*\*[Please refer to operational procedures for Nova Central School District.]*

## 700.8(8) Definitions

800.8(8.1) **Secondment:**  
Occurs when a teacher is temporarily assigned, with employer consent, to the Department of Education.

## 700.8(9) Review

This policy shall be reviewed every two years.

## 700.8(10) School Policy

Schools are required to follow the district policy with respect to Teacher Leaves.