



## **Policy 700.8 (7) Procedures**

### **Policy 700.8 Teacher Leaves**

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#### **700.8(7.1) District Communication**

All Nova Central School District administrators, supervisors and managers shall be made aware of this policy and their collective and individual responsibilities.

#### **700.8(7.2) Leave Requests**

- 7.2.1 All discretionary leave requests shall be submitted in writing or electronically and on the official Nova Central School District Leave Request Form. The Principal's signature indicates support of the requested leave.
- 7.2.2 Teachers shall adhere to the time requirements for each type of leave as specified in the NLTA Provincial Collective Agreement. This applies to length of leave and advance notices.
- 7.2.3 Where advance written requests are not specified in the Collective Agreement, a general two-week advance request for short-term leave is required. For emergencies or instances with unavoidable time restraints, a telephone call from the school principal to the appropriate Assistant Director or his/her designate for approval shall be considered. In such cases, a written request should be forwarded to the appropriate Assistant Director of Education as soon as possible.
- 7.2.4 NCS D maintains its right to request a medical certificate from any teacher should circumstances warrant.

#### **700.8(7.3) Paid Educational Leave**

- 7.3.1 The Human Resources Division shall communicate deadlines for the acceptance of Educational Leave Applications to all schools in the district.
- 7.3.2 Teachers who have tenure with NCS D shall be considered for paid educational leave based upon

school district criteria which reflect current needs for training within NCS D and in accordance with Article 20 of the Collective Agreement.

7.3.3 NCS D shall 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 in order 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 the Nova Central School District.
- c) Category 3: Teachers who are upgrading in programs which are consistent with their teaching assignment.
- d) Category 4: All other applicants.

7.3.4 Nominees who have been accepted into this program shall notify NCS D of the date of the commencement and termination of this leave within 30 days of his/her notification by the provincial Educational Leave Committee. Exceptions to the 30 days notification may be considered on an individual basis.

## **700.8(7.4)**

### **Professional Leave**

- 7.4.1 The Nova Central School District endorses the development of a professional development plan at the school level that reflects the district's strategic plan.
- 7.4.2 NCS D places priority on Nova Central School District sponsored professional development.
- 7.4.3 When a school is closed for professional development, teachers are not required to make individual requests for leave.
- 7.4.4 Any teacher unable to attend a scheduled professional development session shall be required to contact their school principal prior to the commencement of the session.
- 7.4.5 Normal leave procedures for out of district professional development will apply in situations where a teacher, in consultation with the school principal and district office staff, determines that a professional development activity offered by an outside agency will be of professional benefit to him/her.
- 7.4.6 Requests for out of district professional development shall be made in advance to the

Human Resources Division. District personnel will evaluate the request against district priorities and limited resources prior to any approval.

- 7.4.7 Any teacher who has notified the district that they will not be returning to work with the Nova Central School District in the next school year will not be approved to attend out of district professional development.

**700.8(7.5)**

**Maternity/Adoption/Parental Leave**

- 7.5.1 All requests for Maternity/Adoption/Parental leave shall be in accordance with the NLTA Collective Agreement.
- 7.5.2 In the case of Maternity/Adoption/Parental leave, all contract letters to replacement teachers shall state that the terms of their contract may vary, depending on the circumstances, and may result in an employee's early return to work or a further extension of the leave.
- 7.5.3 In the event that a teacher decides to return to work early a minimum two-week written notice to the Assistant Director of Education (Human Resources) or designate is required.
- 7.5.4 The approval of sick leave prior to maternity leave may be granted once the appropriate documentation has been completed by the attending physician and returned to the Human Resources Division.

**700.8(7.6)**

**Sick Leave**

- 7.6.1 While teachers do not have to apply for sick leave under Article 15 of the Collective Agreement, they shall inform the principal or their immediate supervisor in a timely fashion when they are ill, so that proper substitute coverage can be arranged, if required.
- 7.6.2 Upon proof of illness, leave without pay shall be granted after the expiration of an individual's paid sick leave.
- 7.6.3 The Assistant Director of Education (Human Resources) or designate shall monitor the use of sick leave throughout the school district.

**700.8(7.7)**

**Deferred Salary Leave**

- 7.7.1 In accordance with Article 51, a teacher having

tenure with the district who is requesting to participate in the deferred salary leave plan shall be granted approval subject to the district hiring a suitable replacement.

- 7.7.2 The teacher shall inform the Assistant Director of Education (Human Resources) by the end of April of his/her intention to take this leave, prior to the commencement of the school year in which the leave shall occur.

**700.8(7.8)**

**Board Approved Leave**

- 7.8.1 A maximum of three days leave with pay may be available to teachers at the discretion of NCSD and in accordance with Article 18:09 of the Collective Agreement.
- 7.8.2 All requests shall be in writing to the Assistant Director of Education (Human Resources) or designate.
- 7.8.3 Application to the Department of Education for ministerial leave shall be completed by the Human Resources Division where required, after board approved leave has been granted.

**700.8(7.9)**

**Teacher Secondments**

- 7.9.1 In accordance with Article 46 of the Collective Agreement, the Department of Education may second teachers with the mutual consent of the teacher and the district.
- 7.9.2 Leaves for secondment to the Department of Education may be granted a one year term with the possibility of extension for a second year.
- 7.9.3 Extensions beyond twelve months require the approve of the Director of Education.
- 7.9.4 If a secondment is extended beyond a two-year period NCSD shall cease to hold a school or district/regional office-based position for the teacher.
- 7.9.5 NCSD shall establish a district pool for teachers on secondments extending beyond two years. This will ensure a position is available in the district for these teachers upon their return from approved secondment leave.
- 7.9.6 Requests for secondments of probationary teachers shall not be considered.
- 7.9.7 The following factors shall be considered prior to secondments being granted:
  - a) the effect of the secondment on students and delivery of programs;

- b) the availability of a suitable and qualified replacement;
- c) timing of the request in relation to the school calendar.

**700.8(7.10)****Leave Without Pay**

- 7.10.1 Requests for leave without pay may be granted for reasons deemed valid by the district and shall be considered on an individual basis.
- 7.10.2 Requests for long-term leave without pay shall not be considered for probationary teachers unless extenuating circumstances exist.
- 7.10.3 Requests for long-term leave without pay shall be made in writing to the ADE (Human Resources) three months prior to the commencement of the leave, indicating the reason for leave.
- 7.10.4 Leaves without pay may be granted for a maximum of one year. Teachers shall be expected to return to work at the end of this leave period or resign from their position with the Nova Central School District.
- 7.10.5 Requests for short-term leaves without pay shall be considered, taking into account the following criteria:
  - a) the effect that the period of unpaid leave will have on students and delivery of programs;
  - b) the availability of a suitable and qualified replacement teacher;
  - c) the timing of the request in relation to the school calendar.
- 7.10.6 As per Article 19.03, leave without pay for the purpose of upgrading to upgrade teacher qualifications and/or experience shall be credited as teaching experience for purposes of seniority and salary increments.
- 7.10.7 As per Article, 19.04, 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.
- 7.10.8 As per Article 44.01, 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 for one elected term.
- 7.10.9 The Nova Central School District shall recognize and support consider requests for leave to contribute to the efforts of the Canadian Armed Forces domestically and abroad.