

Cape Breton-Victoria Regional School Board
275 George Street
Sydney, Nova Scotia
B1P 1J7
Tel: (902) 564-8293

**EDUCATIONAL LEAVE APPLICATION FORM
Less Than One Year**

FULL NAME: _____

HOME ADDRESS: _____

POSTAL CODE: _____ **HOME PHONE:** _____

E-MAIL: _____ **SCHOOL:** _____

SUBJECT AREA/GRADE LEVEL: _____

POSITION: _____ **SCHOOL PHONE:** _____

TEACHER CERTIFICATION: _____ **EMPLOYEE#:** _____

YEARS OF LOCAL SENIORITY: _____ **SENIORITY#:** _____

DATED HIRED: _____ **PROFESSIONAL #** _____

PRESENT DEGREE(S): _____

PRESENT DIPLOMA(S): _____

PROPOSED PROGRAM/RESEARCH PROJECT: _____

DATE OF PROPOSED PROGRAM/RESEARCH PROJECT: _____

APPLICANT'S SIGNATURE: _____

CAPE BRETON-VICTORIA REGIONAL SCHOOL BOARD
EDUCATIONAL LEAVE
(Less Than One Year)

APPLICATION GUIDELINES (Sections A to F)

All applications must be submitted for approval to be absent from teaching duties to:

Director of Human Resources
Cape Breton-Victoria Regional School Board
Central Office
275 George Street, Sydney, NS B1P 1J7

Deadline for applications for Educational leaves of less than one year for the following school year is April 15th of the current school year.

In your application, please include appropriate information for each of the following areas, according to the sequence below:

A) Professional Activities - (Maximum 10 pts)

Please list PD activities under the following headings:

- Department of Education initiatives
- Cape Breton-Victoria Regional School Board initiatives
- NSTU activities
- School related activities
- Other highlights of your professional career

B) Seniority - Cape Breton-Victoria Regional School Board (Maximum 10 pts)

- 3 - 10 years (6 pts)
- 11 - 19 years (8 pts)
- 20 or more years (10 pts)

C) Preparation and Planning (Maximum 10 pts)

- Confirmation that application has been made to program of choice. If official confirmation is not available, an explanation must be provided. (3pts).
- Research based programs must receive prior approval from the Director of Programs and Student Services or designate.
- A detailed description of the Program applied for and its relationship to the educational needs of the system and its benefit to you as an educator. Further explanation can be provided at time of interview. The accessibility of the program to which the applicant is applying may be a consideration for the PDFC when determining applicant priority (ie. On-line availability, part-time availability, location, etc). (7 pts).

D) Interview – (Maximum 10 pts if required)

E) Detailed resume

F) Letter of approval to be absent from teaching duties from Director of Human Resources.

Revised April 1, 2018

EDUCATIONAL LEAVE

(Less Than One (1) Year)

Purpose: To provide teachers the opportunity for study and/or research.

CRITERIA

1. The teacher shall have completed three (3) years of consecutive service with the School Board as a permanent teacher.
2. The successful applicant must be in a recognized program. Proof of acceptance or deferral of acceptance must be included.
3. The applicant granted leave shall immediately, upon expiration thereof, return to the employ of the Board for a period of time equal to twice the length of the leave.
4. The Professional Development Fund Committee reserves the right to accept/reject any application(s).
5. Educational leaves of less than 1 year may only be granted to an individual once every three (3) years.
6. The educational leave must be a minimum of one (1) month and would normally not exceed four (4) months. Applications may be approved for a maximum of six (6) months.
7. The proposed program of study must meet one or more of the Board's Educational Leave Program Priorities to be eligible for an educational leave of more than four months.
8. The educational leave shall be related to the work for which the teacher is responsible or may reasonably expect to be responsible for in our school system.
9. Successful applicants will be responsible to provide proof of success in the program/course for which the leave was granted by submitting a transcript within 30 days of returning from the educational leave to: Director of Human Resources, Cape Breton-Victoria Regional School Board, Central Office, 275 George Street, Sydney, NS B1P 1J7.
10. In cases where the applicant is approved by PDFC to engage in a research-based program, a full detailed report is required by the PDFC. The report will include all research results and implications for the system.

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Please Note: Under the terms of the new provincial collective agreement, “a teacher on Education Leave shall not be eligible for a Professional Development Grant (60.40).