

Cape Breton-Victoria Regional School Board

275 George Street
Sydney, Nova Scotia
B1P 1J7
Tel: (902) 564-8293

EDUCATIONAL LEAVE ONE YEAR APPLICATION FORM
(FORMERLY CALLED SABBATICAL – FULL 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: _____

PLEASE IDENTIFY APPLICABLE BOARD PRIORITY _____

DATE OF PROPOSED PROGRAM/RESEARCH PROJECT: _____

APPLICANT'S SIGNATURE: _____

EDUCATIONAL LEAVE

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 one year for the following school year is February 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. (3 pts)
- 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 Board's Educational Leave Program Priorities 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)

E) Detailed resume.

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

EDUCATIONAL LEAVE APPLICATION (SABBATICAL) CRITERIA

1. These criteria apply to the 2019-2020 year only.
2. The teacher shall have completed three (3) years of consecutive service with the School Board prior to commencing Educational Leave, (as a permanent teacher).
3. 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 one year.
4. The successful applicant must carry an acceptable full year program as certified by the Registrar of the University, in his/her Educational Leave year of study or such alternate proposal as approved by the Committee. 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). **Priority will be given to programs that cannot be completed on a part-time basis. The teacher granted leave shall immediately upon expiration thereof, return to the employ of the Board for a period of not less than two (2) years. Priority will also be given to those applicants whose programs best meet the established board priorities.**
5. Applicants must take a full course load while on educational leave. As a general rule, a full course load consists of 10 courses/30 credit hours or equivalent.
6. Teachers can only be granted an Educational Leave of one year once in their career.
7. Each successful applicant must confirm his/her intention to accept the award by April 15, 2019.
8. The successful applicant must submit by October 1, 2019, to the Professional Development Fund Committee, an official course registration from the University or equivalent as specified by the Committee.
9. The successful applicant is responsible to demonstrate success in his/her program of studies by submitting a transcript of term marks by January 30th and final marks by May 30th to Director of Human Resources, Cape Breton-Victoria Regional School Board, Central Office, 275 George Street, Sydney, NS B1P 1J7.
10. The Committee will choose three (3) alternate candidates in no particular order.
11. Any change in plans after September 6, 2019, including program of studies, must be approved by the Professional Development Fund Committee.
12. If a successful applicant fails to meet the criteria as laid forth in the Educational Leave Guidelines, his/her situation shall be referred to Superintendent, for review.
13. In the event that an "original" successful applicant decides not to accept the Educational Leave, the Committee will select from three (3) alternate candidates. The selection of the alternate candidates will be based upon the program priorities of the School Board.
14. The Committee reserves the right to reject/accept any proposed changes to the program of studies as originally approved.
15. Interviews will be held in March.
16. All successful applicants and alternates shall be notified of the decision of the committee no later than March 31.
17. Teachers who have been granted an Educational Leave of one year will be ineligible to receive an educational leave of less than one year for the next five (5) school years.
18. The Professional Development Fund Committee reserves the right to accept/reject any application(s).

19. Deadline for applications is February 15th at 4:00 p.m. Any application received after February 15th will not be considered. There will be no exceptions!

Applications must be submitted to:

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

PLEASE NOTE:

Under the terms of the new provincial collective agreement, “a teacher on Educational Leave (Sabbatical) shall not be eligible for a Professional Development Grant (Credit Course Reimbursement)” (60.39).