

PROFESSIONAL DEVELOPMENT FUND COMMITTEE

Cape Breton-Victoria Regional School Board

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

SPECIAL STUDY LEAVE APPLICATION FORM

FULL NAME: _____

HOME ADDRESS: _____

POSTAL CODE: _____ HOME PHONE: _____

EMPLOYEE # _____ E-MAIL: _____

PRESENT SCHOOL: _____

SCHOOL TELEPHONE #: _____ POSITION: _____

SUBJECT AREA/GRADE LEVEL: _____

PRESENT DEGREE(S): _____

PRESENT DIPLOMA(S): _____

TEACHER CERTIFICATION: _____

PROPOSED PROGRAM (Include detailed itinerary) _____

PROPOSED DATES: _____

APPLICANT'S SIGNATURE _____ DATE: _____

PLEASE ATTACH THE FOLLOWING LETTERS TO YOUR APPLICATION:

- 1) "Letters of Approval" from Director of Human Resources and Coordinator of Programs
- 2) "Letter of Recommendation" in support of your application

PROPOSED PROGRAM

- 1) Please outline your proposed Special Study Leave and indicate how it is related to the work for which you are responsible or may reasonably expect to be responsible.
If you require additional space, please feel free to attach a separate sheet.

- 2) Please indicate how you will share your learning experiences with other colleagues throughout the Board.

PROPOSED BUDGET

ALL EXPENSES MUST BE SUBMITTED IN CANADIAN DOLLARS

REGISTRATION: (Receipt Required) \$ _____

LODGING: (Receipt Required) \$ _____

TRAVEL

TOTAL METERAGE: _____ @ _____ board rate/km \$ _____

AIR FARE: (Receipt Required) \$ _____

MEALS: (as per NSTU guidelines) \$ _____

OTHER: (Details & Receipts) \$ _____

SUBSTITUTE REQUIRED: YES _____ NO _____

- No substitute provided for Travel Days
- Use Code 0820 (Special Study leave) on Sub Timesheets
- Sub costs must be included in your budget at the current rate.

SUB COSTS \$ _____

TOTAL EXPENDITURES: \$ _____

1. Special Study 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.
2. Special Study Leave can be applied for and granted **once every five years**.
3. The teacher must be returning to the employment of the Cape Breton-Victoria Regional School Board for the school year after the leave was granted.
4. The maximum grant of any Study Leave is \$5,000.00 which includes substitute cost. All projected expenses must be submitted in Canadian dollars.
5. A Special Study leave is a professional development grant which shall be considered for professional development activities which do not fall under In Province or Out of Province conference grants. Participation or attendance at conferences, seminars, workshops, clinics, etc. which can be applied for under the In or Out of Province conference grants category will not be considered.
6. Programs/Courses indicated as credit courses by a University will not be considered.
7. Duration of a Special Study Leave is to be less than one (1) month of a **“school year”** (5 consecutive school days minimum; 20 consecutive school days maximum). The Study Leave must be taken during the “195 day” school year and is not permitted to be taken during July or August.
8. A full description of the specific program must accompany the application. Included in this description must be a detailed agenda and outline of the applicant’s activities. A budget of expenses related to the specified program must also accompany the application.
9. A letter of recommendation from the Principal/Supervisor is to be included with the application. This letter should include the following:
 - i. Personal qualities as a teacher with a commitment to the promotion of the very best teaching practices.
 - ii. Professional qualities including a demonstrated competence to work collaboratively with colleagues to plan, facilitate and support the implementation of curriculum.
 - iii. Ability and willingness to undertake professional development in a way which will provide professional growth for the applicant.
10. Written confirmation that the leave will be approved by the Director of Human Resources and the Coordinator of Programs is to be attached to the application.
11. Request must be submitted on the Special Study Leave application form to the Professional Development Committee c/o Coordinator of Human Resources.
12. Expenditures above and beyond the approved amount will be the responsibility of the individual and not this Committee.