

Frontier School Division is committed to recruiting and retaining the best possible teaching staff for high quality instruction and educational programs which lead to increasing student achievement and success. Therefore, the Division will consider and, based upon approved criteria, grant applications for special leave from teaching staff.

The two main purposes for special leave are:

**1. Professional Development/Learning**

This includes the improvement of formal qualifications, skills, and experience consistent with the needs of the Division.

**2. Recognition of Long Service to the Division**

This is a year of leave to acknowledge long service, to provide a transition to retirement, or to provide a retirement allowance.

Subject to the following regulations, teachers with at least eight (8) or ten (10) years of service with the Division may apply for a special leave of one (1) year duration.

Adopted September 1, 2009	Revised June 9-10, 2014	
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### 1. Eligibility

- a. To be eligible for special leave, teachers must be actively employed, either full or part time, for the full year preceding the year of special leave.
- b. Part time teachers, with either eight (8) or ten (10) years of service, qualify for special leave. The approved allowance payable would be calculated on a pro-rated basis based upon total accumulated service.
- c. The accumulation of years of service must be based on active service and excludes, consistent with any appropriate provincial legislation, time spent on leaves of absence.
- d. Teachers in schools joining Frontier School Division begin their years of service effective the year the school joined.
- e. Teachers in schools leaving Frontier School Division and who remain with the new employer/jurisdiction shall forfeit access to special leave.
- f. Teachers returning to the Division following an interruption of service shall be required to teach for three (3) continuous years to recapture past service.
- g. Based upon the regulations, it is possible for a teacher to apply for and be granted special leave more than once in their career with the Division. However, the calculation of active service returns to zero (0) years upon each return from special leave.

### 2. Application Process

- a. Applications for special leave must be submitted in writing, on the approved application form (Exhibit E.3.N-EX1) to the Human Resources Department. For purposes of the application form, the Principal's signature is for acknowledgement only.
- b. Confirmation of receipt of applications shall be provided to the applicant, in writing (via Division email and surface mail) within one (1) week of the application being received and shall be copied to the Frontier School Teachers' Association (FTA) President, Area Superintendent, Principal, and School Committee. Should confirmation not be received, the onus is on the teacher to follow up and ensure their application was received.

- c. Within one (1) week following the application deadline, the Chief Superintendent's office shall provide a list of special leave applicants to the FTA President.
- d. Applications must be received by January 15<sup>th</sup> of the year prior to the year in which the teacher intends to take special leave

### 3. Approval Process

- a. A committee, composed of two (2) representatives of the Frontier Teachers' Association, two (2) trustees of the Frontier School Board and the Chief Superintendent will review all applications for special leave and will make recommendations to the Board for consideration at their February meeting. When making recommendations, the committee shall consider:
  - i. needs of the school, Area and Division,
  - ii. needs of the teachers applicants,
  - iii. availability of funds to support the leave, and
  - iv. the Division's ability to maintain high standards of quality programs in our schools.
- b. Teachers will be notified of the Board's decision in writing within two (2) weeks of the February Board Meeting.
- c. In circumstances where there are large numbers of teachers requesting special leave, the Board may defer the special leave requested. The deferment shall not exceed one (1) year. Where the deferment is not possible, the committee noted in 3. a. above shall recommend to the Board which applications for leave should be denied or approved.
- d. The teachers shall notify the Division whether they intend to take their special leave or not, using the prescribed form (Exhibit E.3.N-EX2) on or before March 15<sup>th</sup>.

### 4. Period of Special Leave

The period of special leave shall be from the beginning of the school year to the following June inclusive.

### 5. Service Following Leave

- a. Teachers, either full or part time, with eight (8) years of service who take special leave shall contract to return to the Division for a minimum of two (2) years.
  - i. If a teacher returns to work after special leave and subsequently leaves the Division prior to completing the two (2) year term required upon returning from special leave, he/she shall refund such approved allowance monies on a pro-rated basis.

## SPECIAL LEAVE – TEACHING STAFF

Regulation E.3.N-R

- ii. If a teacher, while on special leave, terminates employment with the Division, he/she shall forfeit all entitlement to special leave remuneration and agree to refund Frontier School Division paid approved special leave allowance received as a result of said leave.
- b. Teachers, either full time or part time, with ten (10) years of service who take special leave are not required to return to the Division following the expiration of the special leave.
- c. Teachers who resign are expected to follow the normal resignation procedures as per their contract.

### 6. Allowance and Benefits

- a. The special leave allowance payable to the teacher while on special leave shall be equal to the difference between the salary payable for Class 4 with 0 years' experience and the salary payable for the teachers' classification and years of experience.
- b. This allowance will be pro-rated for teachers who are part-time and have accumulated service based upon part-time assignments and who have met all other qualification requirements. Part time teachers have the potential to accumulate service resulting in a full special leave allowance calculated as noted above in 6a.
- c. Teachers who retire at the end of the school year, prior to the commencement of the special leave, must submit a resignation letter following the normal resignation procedures as per their contract. In such case, special leave allowance may be paid in full (discounted), less required deductions in September at the commencement of the teacher's special leave.
- d. Teachers who plan to return to the Division following their special leave shall have their allowance payable in twenty-four (24) semi-monthly payments.
- e. During the period of leave, teachers who do not resign shall remain eligible for participation in benefit plans that provide for such participation.

### 7. Return to Service Following Leave

Every reasonable attempt will be made to return teachers to their position held at their originating school at the time of the leave. Specific teaching assignments may change.

Adopted September 1, 2009	Revised November 15-16, 2012	Revised June 9-10, 2014
Revised October 23, 2017		

# SPECIAL LEAVE APPLICATION FORM

Regulation E.3.N-EX1

## A. PROCESS

1. Applicants for Special Leave are required to use this form.
2. The application must be submitted to the Human Resources Department **by January 15<sup>th</sup>** of the year prior to the leave being taken.
3. Confirmation of receipt of application shall be provided to the applicant within one (1) week of the application being received, and shall be copied to the Frontier Teachers' Association (F.T.A) President, Area Superintendent, Principal, and School Committee.
4. Consideration and approval/denial of Special Leave will be as noted in the regulations.

Applicant/Employee Name \_\_\_\_\_

Current Assignment \_\_\_\_\_ School \_\_\_\_\_

Length of Service \_\_\_\_\_

### REASONS FOR TAKING SPECIAL LEAVE (✓)

Professional Development  Long Service Recognition  Special Leave leading into Retirement

Please provide additional information: \_\_\_\_\_

### ACKNOWLEDGEMENT AND SIGNATURES

This form must be signed by the teacher.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

This form must be signed by your Principal for acknowledgement purposes only.

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Forward the completed form to the Human Resources Department via fax (204) 258-2068. Applicants should print and retain the fax receipt for their records.

Adopted September 1, 2009	Revised June 9-10, 2014	Revised October 23, 2017
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# CONFIRMATION OF SPECIAL LEAVE

Exhibit E.3.N-EX2

## Employee Information

Name \_\_\_\_\_

School/Location \_\_\_\_\_

Position \_\_\_\_\_

### PLEASE NOTE THE SCHOOL YEAR AND CHECK THE APPLICABLE SECTION

YES, I will be taking Special Leave in the \_\_\_\_\_ school year.

NO, I will not be taking Special Leave in the \_\_\_\_\_ school year.

### RETIREMENT ALLOWANCE

***Teachers who retire at the end of the school year prior to the commencement of the Special Leave, must submit a resignation / retirement letter.***

Confirm whether Special Leave is leading into retirement      YES       NO

If YES indicate how you would like to receive the retirement allowance:

Paid in full (discounted) less required deductions in September at the commencement of Special Leave.

Twenty-four (24) semi-monthly payments.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Forward the completed form to the Human Resources Department via fax (204) 258-2068. Applications should print and retain the fax receipt for their records.

Adopted June 9-10, 2014		
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