

## Educational Leaves of Less Than One Year (1 to 18 Days)

### Purpose

- To allow a teacher to pursue a short term professional development opportunity such as mentoring.

### Eligibility

- Any permanent, probationary, or term teacher employed by the South Shore Regional School Board. Teachers granted an educational leave are required to remain in the employ of the School Board for a period of time equal to twice the length of the paid leave. For greater clarity, where a term contract teacher makes application, the number of teaching days remaining in the term teacher's contract following his/her return from the Educational Leave must be equal to or greater than twice the number of teaching days of the Educational Leave.
- The leave shall be related to the work for which the teacher is responsible or may reasonably be expected to be responsible for in the future. Educational leaves shall not be granted for in-school organizational and housekeeping purposes.
- The Committee may consider previous Educational Leaves granted to the applicant when evaluating applications.

### Application Procedure

- Teachers must complete the Educational Leave of Less Than One Year (1 to 18 Days) Application Form available on the Board Website.
- Teachers must include a clear and detailed outline of the proposal with the application form: including proposed dates.
- **Completed and signed application forms must be received, at the Regional Office, no later than the application deadline for the meeting prior to the proposed Educational Leave.**
- The Director of Human Resources may deny an application for reasons related to personnel or operational matters. If the Director of Human Resources declines to forward an application to the Committee for consideration, the applicant will be given the reasons in writing.
- Applicants will be informed of the Committee's decision by e-mail within five (5) days of the decision.

### Expenses

- The Fund will pay for the cost of the replacement teacher.
- If the dates of an approved leave are not specified at the time of application, any approved days must be used within ninety (90) days of approval or by the end of the current school year, whichever is earliest.