

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## TEACHER SABBATICAL LEAVE

PT 14.0  
NPS 112-02

### **POLICY:**

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to provide from time to time, as required, sabbatical leave, from regular duties, to teaching staff to undertake studies, or research, that will be of benefit to the system.

### **REGULATIONS:**

#### 1. LENGTH OF LEAVE

Sabbatical leaves may extend from six (6) months up to one year.

#### 2. ELIGIBILITY

Any teacher having a minimum of seven years of teaching with this Board and holding a permanent contract with the Board will be eligible.

#### 3. LIMITATION

The number of leaves to be granted in any one year as well as the decision as to which applicants shall be granted a leave shall be determined by the Board upon recommendation made by the Sabbatical Leave Selection Committee in consultation with the Director of Education, after due consideration of needs and priorities within the system and of budgetary possibilities.

#### 4. TERMS AND CONDITIONS

- a) Any teacher granted leave shall sign a written agreement to the effect that:
  - i) he/she shall continue in the employment of the Board for at least three (3) years following his/her return from leave unless the Board permits otherwise.
  - ii) he/she shall adhere to all the terms and conditions stipulated in the written agreement.
- b) Any teacher failing to carry out this agreement shall, before his/her departure from the employment of the Board, return to the Board, on a pro rata basis, the sum of money received during the leave.
- c) In the event of death or a medically certified disability, the teacher or his/her estate shall be exempt from his/her obligation to the Board with respect to the above clause.

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- d) Upon completion of sabbatical leave, the candidate shall be assigned a position at least comparable to the one previously held with the Board.
- e) On his/her return from leave, the teacher shall present a report as requested by the Sabbatical Leave Selection Committee.

### 5. SALARY AND BENEFITS

- a) The teacher shall receive, during his/her leave, 75% of the annual salary or portion thereof which he/she would have been entitled to, had the teacher remained at his/her teaching position.
- b) The teacher shall receive, as well, full benefits as per the current Collective Agreement, excepting accumulation or deduction of sick leave credits. All superannuation contributions shall be continued during the leave.
- c) When the leave is requested by the Board 100% of the teacher's salary, full benefits, all expenses and increments shall be paid by the Board.
- d) The leave period shall be recognized as experience for seniority and increment purposes with the Board.

### ADMINISTRATIVE PROCEDURES:

#### 1. SELECTION COMMITTEE

- a) Each year, the Board will appoint a Sabbatical Leave Selection Committee consisting of:
  - two (2) Trustees
  - one (1) Supervisory Officer
  - two (2) Teachers
- b) This Committee will be advisory in nature and will, in consultation with the Director of Education, make recommendations to the Board as to the number of leaves to be granted in the year and as to which applicants should be granted a leave.

#### 2. APPLICATIONS

- a) Application in writing will be submitted to the Director of Education before December 31<sup>st</sup>.
- b) Application for sabbatical leave will be accompanied by a support statement from the applicant's immediate supervisor, a description of the studies or research and how they will benefit the system.

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<p>c) Written application(s) will be presented to the Board for referral to the Sabbatical Leave Selection Committee.</p> <p>d) The Sabbatical Leave Selection Committee will, through the Director of Education, make recommendations to the Board for a decision on the matter no later than the end of February.</p> <p>e) The candidate(s) will be informed of the Board's decision by March 15<sup>th</sup>.</p> <p>f) The candidate will indicate his/her acceptance or rejection of the leave in writing to the Board before April 15<sup>th</sup> by signing the appropriate agreement and conditions stipulated therein.</p> <p>g) Consideration may be made to accommodate an alternate candidate in the event of an original candidate's rejection of the leave.</p> <p>Replaces former Section C3</p>	