

The Board recognizes the value in providing leaves for instructional staff to pursue university studies, travel, cultural exchanges, and other special activities. Sabbaticals are contingent upon the financial position of the Division, the educational needs of the students, and the terms of the collective agreement.

Procedures

1. The following criteria shall be used to select teachers for a paid sabbatical leave:
 - 1.1 The needs of the Division - primary consideration will be given to staff who will train in an area where there is a shortage of qualified personnel, or where upgrading of qualifications is necessary;
 - 1.2 Teaching performance – as reported by the Principal and the Superintendent;
 - 1.3 Record of professional and university training – other things being equal, preference shall be given to staff members who have been actively pursuing a professional development program; or
 - 1.4 Special reasons advanced by the staff member.
2. The following criteria shall be used to select teachers for an unpaid sabbatical leave:
 - 2.1 The leave is for pursuing university studies or related educational enrichment such as travel and cultural activities;
 - 2.2 The leave is for one year, with an additional leave under consideration;
 - 2.3 The staff member shall supply a description of the program or activity to be pursued;
 - 2.4 The leave should be relevant to the applicant's role as a teacher. However, a leave may be considered for personal reasons;
 - 2.5 The school will be continue to adequately staffed;
 - 2.6 The teacher will be returning to the Division subsequent to the period of the leave;
 - 2.7 The Superintendent will be obliged to place the teacher in a position no less favorable financially than that occupied before the leave commenced. This provision shall not apply to a teacher who is granted leave from a position which is normally an annual appointment. This obligation may be waived in the case of a leave that has been extended for an additional year of leave;
 - 2.8 Applications for a leave without pay must be submitted to the Superintendent by March 31 preceding the intended year of leave; and
 - 2.9 First consideration will be given to teachers who have a minimum of four years of service with the Division.

Reviewed/Revised: April 2014