



HUMAN RESOURCES

SABBATICAL PLAN FOR ADMINISTRATORS AND TEACHERS 314

Policy

An employee having three (3) years service at a school is eligible to participate in the Sabbatical Plan. The plan has been developed to afford administrators and teachers the opportunity of taking a one (1) year leave of absence with pay by spreading four (4) years' salary payment over a five (5) year period. The following qualifications must be met:

Procedure

- An employee must make written application to the Education Committee in January requesting permission to participate in the Plan. The local committee will then work in consultation with the Board of Directors. The Board of Directors must give final approval for any full year leave under this Plan.

Criteria for acceptance shall be based on:

- i. length of service, if more than one applies
 - ii. earliest application
 - iii. lottery, if a tie still exists
- Written acceptance, or denial, of the employee's request, with explanation, will be forwarded to the employee by March 1st in the school year the original request is made.
 - 80% of the annual salary according to the salary scale will be paid for four (4) years. The remaining 20% of annual salary will be accumulated, and this amount shall be retained for the employee plus any remaining interest to finance the year of leave. No other remuneration will be paid during the leave.
 - Money will be deposited with a Chartered Bank or Federally or Provincially Chartered Trust Company in such accounts or moneyed instruments as authorized by law for Trustees to invest Trust Funds and as authorized under the Income Tax Act, Canada, or any other relevant governing legislation pertaining to such money. Any interest earned on monies withheld will be paid to the employee once a year.
 - Benefits will be maintained proportionately by the employee and the Education Committee during the leave of absence.
 - The employee agrees to return to his/her position upon completion of the leave.
 - An employee may withdraw from the Plan any time prior to March 1st of the calendar year in which the leave of absence is to begin. Upon withdrawal, any



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monies accumulated, plus interest owed, will be repaid to the employee within sixty (60) days of written notification of his desire to leave the Plan. In the event that a suitable replacement cannot be hired for an administrator who has been granted a leave, the Education Committee may defer the leave by one year. If such a deferral is necessary, the administrator shall be notified prior to March 1st of the calendar year in which the leave was to take place. In this instance the administrator may choose to remain in the Plan and any monies accumulated by the terminal date of the Plan will continue to accumulate interest until the leave of absence. No deduction will be made during the year of deferral.

- Should an employee die while participating in the Plan, any monies accumulated, plus interest owed at the time of death will be paid to the employee's beneficiary.
- Changing schools: An employee who changes schools can only continue on the Plan if the new school is in agreement at the time of employment.
- A replacement for the Administrator on leave will be selected by the Education Committee from names approved by the Board of Directors.

Reference:	Approved: Board of Directors
	Date Approved: Pre – 1996
	Date(s) Revised:
Cross-reference:	