

## VTF – EDUCATIONAL LEAVE

The following Educational Leave opportunities are available to teachers on continuing contract:

|                 |   |
|-----------------|---|
| Article G.21.9. | <p><i>The Board may grant Educational Leave to continuing employees for the purpose(s) of approved study, research, curriculum development or professional development as follows:</i></p> <ul style="list-style-type: none"> <li><i>(a) One (1) school year</i></li> <li><i>(b) Less than one (1) school year, but longer than ten (10) days</i></li> <li><i>(c) Ten (10) school days for less, normally for leaves taken at the end of the school year</i></li> </ul> |
|-----------------|---|

Applications for these leaves are now being accepted and all interested teachers are encouraged to apply. Please note the following application deadlines:

| TYPE OF LEAVE   | APPLICATION DEADLINE  |
|---|---|
| One (1) school year – September to June   | December 15 <sup>th</sup> of the preceding year   |
| Less than one (1) school year, but longer than ten (10) school days                             | <p><b><i>Applications open February 15 – March 1. If applications received between February 15 – March 1 exceed the available educational leave fund, a randomized draw will be implemented.</i></b> Applications will be considered beyond March 1 if Educational Leave Fund is available. Applications must be received at least three (3) months prior to the date of commencement of leave.</p> |
| Ten (10) school days or less  | <p><b><i>The earliest application date is March 1 of the year before the leave is due to take place.</i></b> At least four (4) weeks prior to the date of commencement of the leave.</p> <p><b><i>Applications are considered in the order they are received.</i></b></p>   |
| <b><i>*Applicants are asked to be considerate of natural school breaks when applying. *</i></b> |   |

Please note that limited funds are available for these leaves. Selection criteria is based on the following:

|                 |   |
|-----------------|---|
| Article G.21.a. | <p><i>Educational Leave shall be considered for applicants with a continuing appointment. The general welfare of the school system and the professional competence of the employee are the prime considerations in granting such leave.</i></p> |
|-----------------|---|

Applicants are also encouraged to demonstrate:

- the relevancy of the proposed plan of study or research to their current or anticipated assignments
- a willingness to share information and to contribute to professional growth within the school, district and community
- current system need

Applicants may be requested to provide a report to the Education Committee following their leave.

It is also noted that candidates returning from a year leave will be required to submit a report to the Superintendent of Schools.

For additional information regarding eligibility requirements, conditions of leave and the application process, please refer to Article G.21.9. of the BCPSEA/VBE/BCTF/VTF Collective Agreement.

### **COLLECTIVE AGREEMENT REQUIREMENTS:**

The Collective Agreement outlines different requirements for educational leaves of one school year, and for educational leaves longer than ten days, but less than one school year. The basic requirements are outlined below. Please consult the collective agreement for further details.

Please note that all applicants must be on a continuing contract.

#### **1. Leaves of One School Year** (See G.21.9. (f., i., v., vi.))

##### ***Requirements:***

- Employee must be on continuing contract, and must have served at least five (5) consecutive school years with the Board immediately preceding date of leave.
- Must give an undertaking that he/she will remain in service of Board for a minimum of three (3) years following return from leave, or, if failing to do so, must refund the Board a prorated amount.
- Must submit to Superintendent satisfactory proof of study or research

**Pay:** For leaves of one school year, pay is an amount equivalent to sixty per cent (60%) of the employee's annual salary and allowances.

**Pension:** The pension contribution (both the employer's and employee's portion) would decrease by 40% for the duration of the leave. Should any employee wish to, they may apply to the Superannuation Branch to request permission to pay both the employee and the employer's portions to make up the 40% decrease.

#### **2. Leaves longer than 10 Days, but Less than One School Year** (See G21.9.g. i-vi.)

##### ***Requirements:***

- Applicant must be on continuing contract and must have served not less than one (1) year with the Board immediately preceding date of requested leave.
- Must give an undertaking that he/she will remain in service of Board for a minimum of one (1) school year following the year in which the leave is granted.
- Shall not be granted to any employee who is within three (3) years of age of retirement.

*With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səlilwətaʔ (Tsleil-Waututh Nation).*

**Pay:** Pay shall be at the rate of sixty per cent (60%) of the employee's scheduled salary and allowances.

**Pension:** The pension contribution (both the employer's and employee's portion) would decrease by 40% for the duration of the leave. Should any employee wish to, they may apply to the Superannuation Branch to request permission to pay both the employee and the employer's portions to make up the 40% decrease.

**NOTE: PLEASE CONSULT THE COLLECTIVE AGREEMENT FOR FURTHER DETAILS.**

If you have any questions about any of the information in this document, please contact the Leaves Administration at by emailing [leaves@vsb.bc.ca](mailto:leaves@vsb.bc.ca) in Human Resources or contact one of the Educational Leave Committee members directly:

**2024-2025 EDUCATIONAL LEAVE (VTF) COMMITTEE**

|   |              |
|---|--------------|
| Michael Rossi – Director of Instruction – Employee Services, VSB Education Centre | 604-713-5313 |
| Chris Alderman – Manager, Staffing, VSB Education Centre                          | 604-713-5152 |
| Marjorie Dumont – VEAES Representative, VEAES Office                              | 604-873-8378 |
| Carmen Schaedeli – VSTA Representative, VSTA Office                               | 604-873-5570 |