

DIRECTED EDUCATIONAL LEAVE APPLICATION FORM (2020)

[As Per Section 12.3.9.1-4 of the Prairie Spirit LINC Agreement \(2017-20\)](#)

Teachers who wish to pursue education identified within a high priority area in Prairie Spirit may apply for a Directed Education Leave. If granted, the participant will receive 75% of their salary for the duration of the leave. In addition to the professional growth supported by further education, improving your qualifications may make you eligible for reclassification. The salary paid in each class is determined by the Provincial Collective Bargaining Agreement. Additional information regarding classification can be found at this [link](#).

November 2019 Criteria

Criteria for application was determined by the PSSD-PSTA Negotiations Sub-committee as per the Culture of Collaboration Section of the Prairie Spirit LINC Agreement (2017-2019).

Eligibility requirements are as follows:

- Applicants may only apply for Directed Education Leave in the priority areas determined by the PSSD-PSTA Negotiations Sub-committee. Priority areas as of November 2019 have been determined to be:
 - Early Childhood Education
 - English as an Additional Language
 - First Nations and Métis Education, including Cree language
 - In-School Administration
 - Music Education
 - Special Education
 - French Immersion Education
 - Practical and Applied Arts
- All applicants must have been under contract with Prairie Spirit School Division and a member of the Prairie Spirit Teachers' Association for a minimum of three (3) to five (5) consecutive years.
- Applicants chosen to participate in Directed Education Leave agree to a return to service requirement of two (2) years for every year of Directed Education Leave granted. For leaves of less than one (1) year, the return to service will be one (1) year. As per Section 12.3.9.3 – 4: "Teachers who withdraw from the program or leave the employ of PSSD will be required to reimburse the school division as per the established criteria at the time of their leave. PSSD may waive the reimbursement of salary in extenuating circumstances."
- Applicants understand that, as with all leaves, upon return from a Directed Education Leave, their assignment/placement will not be guaranteed back at the same school. Placement upon return from the leave will be completed as part of the spring staffing process.

Scan a completed copy of the application form, required accompanying document, and references and send via attachment no later than **Friday, December 20, 2019**, to: jon.yellowlees@spiritsd.ca

Applications received after Friday, December 20, 2019 will not be eligible for adjudication. Applications will be adjudicated by Human Resources and decisions communicated by **Friday, January 17, 2020.**

DIRECTED EDUCATIONAL LEAVE APPLICATION FORM (2020)

As Per Section 12.3.9.1-4 of the Prairie Spirit LINC Agreement (2017-19)

Name of applicant: _____

Current School/Location: _____

I hold a continuing contract with PSSD: Yes No (If "No", application is not eligible for consideration)

I have been under contract with PSSD since _____ [date] for a total of _____ years.

Summary of employment with other school divisions, if applicable:

Grade level/subject areas presently teaching or assignment:

I will be pursuing education in the priority area of:

- ☐ In-School Administration
- ☐ Early Childhood Education
- ☐ First Nations and Métis Education, including Cree language
- ☐ English as an Additional Language
- ☐ Music Education
- ☐ Special Education
- ☐ French Immersion Education
- ☐ Practical and Applied Arts

Educational Background – please list degrees with dates obtained:

I will apply for and/or am enrolled in the following program:

Name of Program and degree sought: _____

I have received formal acceptance in the program: Yes No

If no, please provide more information on the status of your application:

DIRECTED EDUCATIONAL LEAVE APPLICATION FORM (2020)

As Per Section 12.3.9.1-4 of the Prairie Spirit LINC Agreement (2017-19)

College/Institution: _____

Start Date: _____

Duration of Program: _____

Anticipated coursework to be completed during the requested leave (provide names of courses and credit units):

Qualification Sought: _____

Expected Completion Date of Program: _____

Leave period requested:

Full year

Term/semester*

Less than term/semester**

*If applying for a term/semester, which term/semester are you applying for?

Fall (Term one)

Spring (Term two)

**If applying for less than a term/semester, please indicate the time period:

From: _____ to: _____

ACCOMPANYING DOCUMENT *REQUIRED*

*** Attach a typed document indicating how this program fits within the stated priority areas, and how it will benefit you professionally as well as the learning of your students. Be sure to include:**

- **Two significant examples of professional leadership you have undertaken while an employee of PSSD. Please provide dates, starting with the most recent**
- **A brief description of the anticipated research experience**
- **Any other information you would like us to consider in support of your application.**

DIRECTED EDUCATIONAL LEAVE APPLICATION FORM (2020)

As Per Section 12.3.9.1-4 of the Prairie Spirit LINC Agreement (2017-19)

Prairie Spirit is committed to equity within its employment practices. Please provide any further personal information which would assist us with our efforts to develop a representative workforce with equitable opportunities for advancement. Please note that disclosure of this information is voluntary.

I understand the terms and conditions of the current local agreement pertaining to persons granted a Directed Educational Leave (refer to section 12.3.9 of the LINC agreement).

Applicant's Signature: _____ Date: _____

FOR COMMITTEE USE ONLY

Date Received: _____ Meets *all* criteria Yes No

HR USE ONLY:

Approved with 75% salary Not Approved
--

Comments:

Human Resources Signature

Date