

## REQUEST FOR DIRECTED EDUCATIONAL LEAVE – LINC – SECTION 12.3.9

### GUIDELINES

- The application, required accompanying document, and document listing references are to be submitted electronically to [Jon Yellowlees](mailto:jon.yellowlees@spiritsd.ca) **no later than Friday, December 20, 2019**. Applications received after this date will not be accepted.
- Questions for clarification around the leave should be directed to Jon Yellowlees at 306.683.2831 or [jon.yellowlees@spiritsd.ca](mailto:jon.yellowlees@spiritsd.ca).
- Eligibility  
*"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."*
- The application form, which is the only submission required or permitted in support of the leave application, is attached to this email. Both the application form and required document must be typed and electronically submitted.
- The quality of the application is an important criterion in the selection process. Part of this quality includes alignment with the strategic learning plan of the Division, and the learning priorities identified in the Directed Educational Leave.
- Successful recipients of this leave are required to:
  - ✓ Commit to completing a program of studies during the duration of the leave unless a program's requirements would normally extend for a longer period. If so communication of the longer program period is required;
  - ✓ Submit to Jon Yellowlees, an authorized copy of the program of study by **September 15<sup>th</sup>** of the year of study (or January 15<sup>th</sup> if second semester);
  - ✓ Provide an electronic copy of the research project, capstone paper or thesis to the School Division once graduate work is completed; and/or
  - ✓ Provide a presentation or findings on his/her research, as requested by the School Division.

### References

- The names and contact information of three confidential references must also be submitted to Jon Yellowlees at [jon.yellowlees@spiritsd.ca](mailto:jon.yellowlees@spiritsd.ca) (one from your immediate supervisor, one division level reference and one from a colleague). *Note: In the event that you have recently transferred, you may request a reference from the person who supervised your work in the previous year. However you must ensure that your current supervisor is aware of your application for Directed Educational Leave.*
- References should be listed on a separate document and must be attached to the application package when submitted.
- The three references listed may be contacted by Jon Yellowlees as part of the process of reviewing applications. The references you provide should be able to speak to your leadership in a variety of professional capacities. Be sure to list both the daytime phone number and email address of your references.