

**EDUCATIONAL LEAVE**

Provision is made in each budget year for six F.T.E. (full time equivalent) positions for Educational Leave. Therefore, staff members who are considering applying for Educational Leave for the next school year are invited to submit applications to the Secretary of Leave of Absence Committee, Human Resources, c/o Burnaby School District Administration Office, **no later than March 31**. Please note that leave requests may be for part-time or part-year.

Educational Leave represents two categories of opportunity for growth and development.

Educational Leave is a way in which Burnaby teachers can prepare for a possible career change in a projected area of district need. The following have been identified as areas of potential need:

- Advanced Learning (AP/Gifted)
- Masters of School Counselling or Counselling Psychology (Elementary)
- Masters in School Psychology (School Psychologist)
- Masters in Speech Language Pathology
- Diploma in Special Education (Learning Support Services): English and French
- Masters of Special Education (concentration in either Autism and Developmental Disabilities or Behaviour Disorders/Positive Behaviour Support)
- Masters of Special Education – Deaf and Hard of Hearing
- Masters of Education – Blindness and Visual Impairment
- Masters of Indigenous Education
- English as a Second Language
- French Immersion (Elementary and Secondary)
- Music
- Teacher Librarian (Diploma – Elementary/Masters – Secondary)
- Technological Education
- Diploma in Educational Technology

Educational Leave also provides a way for Burnaby teachers to acquire knowledge and skills in areas other than those specified above, thereby adding to the district's overall professional capacity. For example, this could involve increased skills and knowledge in an area relating to a district goal, priority or program option. Applications for Educational Leave in this category should indicate clearly what is proposed, the rationale for the proposal, the educational program that would be undertaken if approved, and how the district would benefit in the long-term if the applicant were granted educational leave.

In keeping with the Collective Agreement, the principal criteria by which applications will be evaluated include:

1. The degree to which the proposed program correlates with the district's identified educational needs;
2. The quality and educational benefit to the district of the proposed program;
3. The extent of commitment to the proposed program, including both prior commitment to the topic of instruction and/or program, and acceptance into the proposed program;
4. The individual's demonstrated professional competence and contribution to the Burnaby School District, preferably during a minimum of five years' service in this district.

Application form is included below or is available on the staff portal under Human Resources/Forms/BTA.

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(Additional information may be obtained in the Collective Agreement)

In order to allow successful applicants and the Board adequate time to plan and prepare for extended leave of absence, all applications for Educational Leave must be submitted by March 31st for leave commencing the following September or January. An "Educational Leave of Absence" application form (found below) should be submitted to the "Secretary of the Leave of Absence Committee".

1. Up to one percent of the members of the Association per school year shall be granted educational leave but no fewer than 6 F.T.E. leaves will be granted provided that sufficient numbers of members apply who meet the criteria.
2. Members of the Association granted such leave shall be paid 60 percent of their salary for the period of time for which leave is granted and the Board shall continue payment of their medical services fees, group life insurance fees and pension fund contributions, as well as grant an increment for salary purposes.
3. The selection of candidates for educational leave shall be made by the Leave of Absence Committee. The Board agrees to implement wherever possible recommendations of the Leave of Absence Committee. In the event that the Board fails to implement a recommendation, it shall give to the Association written reasons therefore; and the Association shall have the right to make representations to the Board with respect to its decision.
4. The major criteria to be employed by the Leave of Absence Committee in selecting candidates for educational leave shall be as follows:
  - a. That educational leave shall be granted with the aim of furthering excellence of instruction in Burnaby.
  - b. That the selection of candidates for educational leave shall be based upon the degree to which the granting of such leave will result in an educational benefit to the Burnaby school system. Areas of need will be indicated by the Board to the committee and to the teaching staff at least three teaching months prior to the applicable closing date for application.
  - c. That educational leave shall be granted for the purpose of furthering formal education, or gaining professional experience, or of undertaking other programmes approved by the Leave of Absence Committee and the Board.
  - d. That the selection of candidates for educational leave shall be based in part upon the candidate's return to the Burnaby school system after the completion of such leave.
  - e. Candidates for educational leave must have proven their professional competence within the Burnaby school system.
  - f. In general, a member of the Association must have taught in the District for a minimum of five years in order to have an application for educational leave approved.

# APPLICATION FOR EDUCATIONAL LEAVE OF ABSENCE

1. Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_
  
2. School \_\_\_\_\_
  
3. Effective dates of leave applied for: \_\_\_\_\_  
(From) (To)
  
4. Teaching experience as of the end of current school year:  
In Burnaby: \_\_\_\_\_ Elsewhere: \_\_\_\_\_ Total: \_\_\_\_\_
  
5. Current Salary Classification: \_\_\_\_\_  
Salary Classification on completion of program:  TQS Category 5  
 TQS Category 5+15  
 TQS Category 6
  
6. Nature of training to be undertaken: (check one)  
\_\_\_\_\_ completion of Bachelor's Degree \_\_\_\_\_ Certificate or Diploma  
\_\_\_\_\_ Master's Degree  
\_\_\_\_\_ Other (please describe) \_\_\_\_\_
  
7. Attach an Education Leave proposal to address the following:
  - a. Focus of study or area of specialization (outline your planned program including course names and numbers where applicable);
  - b. Work, other than course work, previously done in area of specialization;
  - c. Anticipated utilization of training on return to district (include desired assignment);
  - d. Previous education and training. Please outline, including dates and institutions as well as degrees, diplomas and courses (if not part of a program of study);
  - e. Any previous periods of paid Educational Leave. (Note dates and duration.);
  - f. Teaching experience, including dates, schools/districts, grades, subjects and positions of responsibility;
  - g. Applicability to district's areas of need;

- h. Professional activities and in-service work. (Provide an outline, including dates, organization and type of involvement.);
- i. Other relevant information which may assist the committee in its deliberations;
- j. List of individuals who will be providing letters of support with their names and telephone numbers. Letters of recommendation should be requested from those who know your work, are aware of your plan and can comment on its impact on the education of Burnaby students. Typically these letters are from administrators, teaching colleagues, university/college faculty etc. Letters of references may be sent directly by the author to the committee;

8. The following information should also be included with this application form:

- a. Covering letter;
- b. Copies of official transcripts if not already on file with Human Resources. Please contact [humanresources@burnabyschools.ca](mailto:humanresources@burnabyschools.ca) to confirm.
- c. Proof of acceptance, by an educational institution (if already obtained);

**For an application to receive full consideration, all appropriate documentation must be submitted by March 31.**

**Documentation will only be returned to an applicant upon request.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please mail completed application package to:

The Secretary  
Leave of Absence Committee  
Burnaby School District Administration Office  
5325 Kincaid Street  
Burnaby, BC V5G 1W2

Or email to [humanresources@burnabyschools.ca](mailto:humanresources@burnabyschools.ca)