



**DATE:** September 28, 2022  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Lisa Lacroix, Associate Superintendent, Human Resources  
**GOVERNANCE POLICY:** [Policy 715 - Educational Leaves of Professional Staff](#)

**SUBJECT:** Administrative Procedure 733 - Certificated Staff ATA Educational Leaves

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**PURPOSE:**

For information.

**BACKGROUND:**

Administrative Procedure 733 *Certificated Staff ATA Educational Leaves* has been amended to include consistent language throughout and is included for Trustee information.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. AP733 - Certificated Staff ATA Educational Leaves – Tracked Changes

## Administrative Procedure 733

# Certificated Staff Educational Leaves ATA

**Responsible Administrator: Associate Superintendent Human Resources**

### PURPOSE

This Administrative Procedure supports Board policy on educational leaves and meets the requirements of the [Alberta Teachers Association \(ATA\)](#) Collective Agreement.

### PROCESS

The Associate Superintendent Human Resources shall be responsible for the implementation, administration, and monitoring of this Administrative Procedure.

### PROCEDURE

1. ~~Applicants will~~ Application must be submitted to the Office of the Superintendent, by January 15 for Category A and B educational leaves and April 30 for Category C educational leaves, a written educational leave ~~application request that includes~~ and must include the following:

1.1 the category of the leave requested;

1.2 the nature of the leave;

1.3 a description of the leave proposal including the time frame;

1.4 the connections between the educational leave and the student learning priority needs as identified by Division administration; and

1.5 in the case of Category C educational leave, an estimated budget based upon the number of substitute teacher days required, the course fees and other costs;

1.6 other appropriate information to assist the selection committees.

2. Amendments to screening and selection criteria for the following school year shall be made prior to December 1.

3. ~~Teachers~~ Certificated staff members who are awarded educational leaves shall commit themselves to a further minimum period of employment with the Division as follows:

3.1 Category A – a period of two school years.

3.2 Category B – a period of one school year.

3.3 Category C – a period of one school year.

4. This requirement will be waived if the ~~teacher-certificated~~ staff member repays the amount of the sabbatical allowance received plus interest at the Division's current bank rate.

## 5. General Principles

5.1 Certificated staff members are eligible for educational leaves.

5.2 There shall be three (3) types of educational leaves – Categories A, B, and C, each with their own eligibility, selection criteria and selection processes.

5.3 All Category A and B educational leaves will have the mutual agreement of both the Board and individual staff member.

5.4 All Category C Educational Leaves will have the mutual agreement of both the Superintendent and individual staff member.

5.5 Educational leaves, which best serve the identified student learning priority needs, shall be given priority.

5.6 Division administration shall annually and/or in the Three-Year Plan identify student learning priority needs.

5.7 Division administration, anticipating or having determined there is a potential shortage or demand for specific skills and training needed to better serve student learning priority needs, shall inform the Sturgeon Public Schools certificated staff of those skills and trainings needed by publicly announcing these student learning priority needs by December 1.

5.8 Individual staff members desiring to develop the anticipated staff skills and training to meet the student learning priority needs as identified by Division administration may apply for educational leaves.

5.9 The individual staff members seeking to attain academic or personal professional goals may also initiate requests for educational leave.

5.10 The individual staff member seeking an opportunity for travel may also initiate requests for educational leave.

5.11 Upon returning from Categories A and B educational leaves, the certificated staff member shall be placed in a position no less favourable than ~~his or her~~ their position at the time of the

granting of such leave. There is no commitment to return the ~~teacher~~ certificated staff member to the same assignment or school of the assignment held prior to the leave.

5.12 Unallocated leaves will not be carried forward to subsequent years.

5.13 Provided that suitable recommendations have been received from the Category A and B educational leaves Selection Committee, the Board may grant:

5.13.1 up to one (1) Category A educational leave per school year, and

5.13.2 up to one (1) Category B educational leave per school year

5.13.3 provided that suitable recommendations have been received from the Category C Selection Committee, the Superintendent may grant any number of Category C educational leave as provided for in the annual budget.

## 6. Types of Educational Leaves

In order to serve a range of student learning priority needs as identified by the Division administration, there are three (3) types of educational leaves – Category A, B, and C. Each is defined below:

### 6.1 Category A

An educational leave of one (1) full term leave shall be for a period of one (1) school year. Financial support for Category A educational leave is provided directly to the successful applicant by the School Division according to the terms outlined in the clauses below under the heading Financial Support.

### 6.2 Category B

An educational leave of one (1) school semester shall be for a period of five (5) consecutive months. Financial support for Category B educational leave is provided directly to the successful applicant by the School Division according to the terms outlined in the clauses below under the heading Financial Support.

### 6.3 Category C

An educational leave of less than four (4) months and more than one (1) week in total duration but not necessarily in one (1) consecutive sequence. This type of educational leave would allow a certificated staff member to be on leave at intermittent intervals during the course of one (1) school year. Financial support for Category C educational leave is provided by the School Division according to the terms outlined in clauses below under the heading Financial Support.

## 7. Financial Support for the Three Types of Educational Leave

## 7.1 Category A

The sabbatical allowance for Category A educational leave shall be the minimum salary for the years of training for which the ~~teacher-certificated staff member~~ is currently being paid. The sabbatical allowance payable for a ~~teacher-certificated staff member~~ working less than full-time equivalent shall be pro-rated based on the percentage of time that the ~~teacher-certificated staff member~~ is currently working. Salary shall be made in accordance with the Collective Agreement.

## 7.2 Category B

The sabbatical allowance for a Category B educational leave shall be pro-rated from the minimum salary for the years of training for which the ~~teacher-certificated staff member~~ is currently paid. The sabbatical allowance payable for a ~~teacher-certificated staff member~~ working less than full-time equivalent shall be pro-rated based on the percentage of time that the ~~teacher-certificated staff member~~ is currently working. Salary shall be made in accordance with the Collective Agreement.

## 7.3 Category C

Recipients of Category C educational leaves retain their current salary and, if appropriate, administrative allowance, as per the ATA Collective Agreement. There is no sabbatical allowance paid directly to the certificated staff member for Category C educational leave. However, the School Division will provide financial support to allow the certificated staff member leave from school or Division duties. This leave is directed to attain the training and/or skill development as directed by the School Division administration in order to meet the student learning priority needs as identified by the School Division administration. This financial support may take the form of substitute teacher support or payment(s) for courses and/or training sessions, travel costs and other related costs. Such support will be indicated by Division administration prior to the educational leaves.

7.4 Subject to the insurer's eligibility requirements, benefit plan coverage will continue during Categories A and B Educational leaves and the Board will contribute to the cost of the premiums in accordance with the current ATA Collective Agreement.

## 8. Eligibility for Category A and B Educational Leaves

8.1 Applicants shall have five (5) or more years of service with Sturgeon Public Schools at the time the leave begins and shall not have accessed educational leave in the past five (5) years.

8.2 Applicants shall be considered upon the Principal's recommendation.

8.3 Applicants shall possess a permanent teaching certificate.

## 9. Selection Criteria for Category A and B Educational Leaves

9.1 The following selection criteria, in descending order of priority, shall govern the selection process:

9.1.1 The educational leave will allow the applicant to receive training and skill development which meets the student learning priority needs as identified by the Division administration.

9.1.2 The educational leave will qualify the ~~teacher~~-certificated staff member to fill a specific position identified by the Board.

9.1.3 The educational leave will assist the certificated-staff member to achieve current minimum training requirements established by the province.

9.1.4 The educational leave will assist the ~~teacher~~-certificated staff member in updating training in relation to the present position held by the applicant.

9.1.5 The educational leave is for the purpose of re-training a ~~teacher~~-certificated staff member for a position different from the one held by the applicant.

9.1.6 The educational leave will give recognition to the applicant's long service with Sturgeon Public Schools.

9.1.7 The educational leave will allow the applicant an opportunity for travel.

## 10. Selection Process for Category A and B Educational Leaves

10.1 Written applications for such leave shall be submitted to the Board no later than January 15 for leaves that are proposed to begin during the subsequent school year.

10.2 A Selection Committee consisting of two (2) Board members and one (1) representative of The Association shall recommend applicants for Board's consideration no later than February 15.

10.3 Board shall notify candidates of its decision regarding issuance of leaves by March 15.

## 11. Eligibility for Category C Educational Leaves

11.1 Applicants shall have at least one (1) year of service with Sturgeon Public Schools at the time when the leave shall begin.

11.2 Applicants shall be considered upon the Principal's recommendation.

11.3 Applicants shall be eligible for a recommendation for a permanent teaching certificate or currently hold a permanent teaching certificate.

## 12. Selection Criteria for Category C Educational Leaves

12.1 The following selection criteria, in descending order of priority, shall govern the selection process:

12.1.1 The educational leave will allow the applicant to receive training and skill development which meets the student learning priority needs as identified by Division administration.

12.1.2 The educational leave will qualify the teacher-certificated staff member to fill a specific position identified by the Superintendent.

12.1.3 The leave will assist the teacher-certificated staff member in updating training in relation to the present position held by the applicant.

### 13. Selection Process for Category C Educational Leaves

13.1 Written applications for such leave shall be submitted to the Superintendent no later than April 30 for leaves that are proposed to begin during the subsequent school year.

13.2 A Selection Committee made up of two (2) Division administrators and one (1) representative of The Alberta Teachers Association shall recommend applicants for the Superintendent's consideration no later than May 20.

13.3 The Superintendent shall notify the Board of his/her/their Category C Educational Leave selections.

13.4 The Superintendent shall notify candidates of his/her/their decision regarding issuance of educational leaves by June 1.

### References:

Board Policy: 715 Educational Leaves of Certificated Staff