



Leave of Absence Information Package

This package includes information for the following leaves:

Deferred Salary Leave

Long Term Service Leave

Educational Leave (Without Pay)

Special Leave for Alternate Employment

Article G.31 Deferred Salary Leave Plan

Deadline to apply: March 31st
(to start the following year)

Article G.31

1. The Board shall administer a Deferred Salary Leave Plan as determined by a separate agreement.
2. During the period of leave, the teacher shall continue to receive Medical Services Plan, group life insurance, extended health and dental plan benefits in accordance with the Collective Agreement and the Board shall continue to pay the employer's share of pension plan premiums and benefit plan premiums as above.
3. Vacancies created by leaves will be posted as temporary. On return from leave the Board will make every reasonable effort to reinstate the teacher to a position comparable to that held prior to the leave.
4. Any changes in the Deferred Salary Leave Plan master agreement shall be made in agreement with the Association.

*NOTE: There is a Master agreement that contains further details.
It is available upon request.*

Key things to think about:

- How many years do I want to work before my year off?
- Revenue Canada stipulates you must return for one year after this leave so be careful if you are close to retirement.
- The shorter the time before you go off, the more money will be taken off each cheque. Example: paying into leave for 2 years to take the 3rd off will be very small paychecks vs paying for 5 years and then taking the 6th off.
- If you would like a copy of the Master agreement regarding deferred salary leave check out our website www.adta.bc.ca or email Jennifer Brooks.

How do I apply?

- ⇒ Application to the School District, contact Helen Williams for enrolment forms.

Article G.33 Long Term Service Leave (Without Pay)

Deadline to Apply: March 15th
(for the following year)

Article G.33

1. The Board shall grant long term service leave to teachers having seven (7) calendar years of service as of June 30 in the year of application. This leave may be applied for once every seven (7) years.
2. Leave will normally be granted one (1) year at a time. A second year of leave may be granted. Availability of a suitable replacement is necessary criteria for granting of this leave.
3. Written application must be made prior to March 15.
4. Vacancies created by leaves will be posted as temporary. On return from leave the Board will make every reasonable effort to reinstate a teacher to a position comparable to that held prior to the leave.

Key things to remember

- This leave can be extended for a second year but notice must be given by March 15th
- To be eligible for this leave you must have 7 years of service in the district by the end of the year of application

How do I apply?

- ⇒ To apply for this leave you use the on-line Atrieve system
- ⇒ You are not required to give a reason as to why you wish this leave

Article G.35 Educational Leave (Without Pay)

Deadline to Apply: March 15th
(for the following year)

Article G.35

1. After three (3) years of employment with the School District, on application, a teacher shall be eligible for educational leave.
2. Leave will normally be granted for up to one (1) year at a time. If the program of studies being undertaken is of a longer duration than one (1) year, the leave will be granted for up to two (2) years to complete the program of studies.
3. Written application must be made prior to March 15.
4. Vacancies created by leave will be posted as temporary. On return from leave the Board will make every reasonable effort to reinstate a teacher to a position comparable to that held prior to the leave.

Key things to remember:

- To be eligible for this leave, you must have been employed in Abbotsford for a minimum of 3 years.

How do I apply?

- ⇒ To apply for this leave you use the on-line Atrieve system.

**Letter of Understanding
Special Leave Without Pay – Alternate Employment**

**Deadline to Apply: June 1st
(for the following year)**

This leave came about as part of a grievance settlement as teachers wanted to try working in another district but didn't want to give up their employment/FTE in Abbotsford. Maybe the grass isn't greener?

Summary of the agreement

The employer shall grant Alternate Employee Leave as follows:

1. Teachers requesting a leave in order to work elsewhere will:
 - a. Indicate to the District by June 1st that they are seeking a leave for alternate employment;
 - b. Resign from their current assignment once the leave had been approved;
 - c. Retain employment, a position on the TTOC list, and their seniority in the District
2. All ADTA members are eligible to apply for this leave.

This agreement expires June 30th 2019

NOTE: this year is the last year to take advantage of this leave (unless both sides agree to extend – but at this time that is unknown)

How do I apply?

- ⇒ As this was a settlement agreement and only in place temporarily there is no form and it is likely not on the Atrieve system either.
- ⇒ To apply you simply write an email to Michele Radomski, Associate Superintendent Human Resources and request 'Special Leave for Alternate Employment'.
- ⇒ Ms. Radomski is available through district email.