

LINC Agreement 2016-2019

Between:

The Board of Education of Northern Lights School Division #113

and

The Teachers of the Northern Area Teachers' Association of Saskatchewan



Teachers' Local Agreement

Local Implementation Negotiation Committee (LINC)

This Agreement made at La Ronge in the Province of Saskatchewan, this 29th day of November, 2016

BETWEEN:

THE NORTHERN LIGHTS SCHOOL DIVISION #113, BOARD OF EDUCATION

Hereinafter called "The Board"

And

The Teachers of the

NORTHERN AREA TEACHERS' ASSOCIATION OF SASKATCHEWAN

Hereinafter called "The Teachers"

This Agreement, negotiated in accordance with *The Education Act, 1995*, shall be effective from, September 1, 2016 to August 31, 2019 and thereafter until revised in accordance with *The Education Act, 1995*. Unless the context otherwise requires, all terms and expressions used in this Agreement shall have the same meaning as are given them in *The Education Act, 1995*, and *The Interpretation Act*.

The terms and conditions herein reduced to writing represent the whole Agreement negotiated by the parties and are not subject to any additional terms and conditions other than those, if any, prescribed by law.

Value Statement

The purpose of this Agreement is to maintain harmonious and mutually beneficial relationships between Northern Lights School Division #113 and the Northern Area Teachers' Association. This agreement will help to accomplish our goals by setting terms and conditions of employment relating to both allowances and working conditions which affect all employees covered by this agreement.

Both parties agree to improve the quality of education in the Northern Lights School Division #113, to maintain professional standards and the highest quality of instructional service, and to promote the well-being and increased efficiency of its teachers so that the students and the people of the school division will be effectively served. Accordingly, all are in support of this Local Agreement and are committed to continue an effective working relationship now and in the future.

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SECTION 1 SALARIES FOR SUBSTITUTE TEACHERS

- 1.1 A substitute teacher, holding a valid Saskatchewan Teaching Certificate, shall receive a daily salary of one one-hundred and ninety-seventh (1/197) or one one-hundred seventy-ninth (1/179), where applicable, of the minimum of Class IV as set out in the Provincial Collective Bargaining Agreement. If a teacher substitutes three (3) or more consecutive days in the same school he/she shall be paid in accordance with the current provincial salary grid for his/her classification and experience. This rate shall be effective from the first day of the consecutive period.
- 1.2 Payment made in accordance with Sections 1.1 of this agreement shall be deemed to include the amount payable in lieu of annual vacation.
- 1.3 Substitute teachers who possess a current probationary certificate, but who do not possess a permanent teaching certificate, shall receive a daily allowance of one hundred fifty dollars (\$150.00). Payment made in accordance with this agreement shall be deemed to include the amount payable in lieu of annual vacation.

SECTION 2 PAY PERIODS FOR TEACHERS

- 2.1 **Payment of Salaries**
Teachers are automatically paid in 12 month installments. At any time a teacher may request, from the payroll supervisor, a 10 month pay option. At any time a teacher may request, from the payroll supervisor an advance.
See: Appendix A Form 400-4 Direct Deposit or www.nlsd113.com/Forms%20and%20Manuals
- 2.2 **Dates of Payment**
Payments will be made to the teacher's bank on the last banking day prior to the 16th of the month and the last banking day of the month except the final December payment which will be made on the last teaching day of the month.
- 2.3 **Earning Statements**
Earning statements are available through the online employee information system.
www.nlsd113.com

SECTION 3 SPECIAL ALLOWANCE

3.1 Consultants Allowance

Each Teacher assigned as a consultant in the employ of The Board shall be paid an annual Consultant's Allowance in the amount of ten percent (10%) of their salary scale as provided in the Provincial Collective Bargaining Agreement.

3.2 Notwithstanding 3.1 of this agreement, any consultant receiving an allowance greater than that provided in 3.1, shall continue to receive that allowance until he/she is no longer employed by The Board, the teacher's job description changes such that no allowance is warranted, or the amount of the current allowance is superseded by that provided in 3.1 of this agreement.

3.3 Professional fees- Educational psychologists in the employ of the division will have their annual membership professional fee paid by the board.

SECTION 4 REIMBURSEMENT OF TRAVEL AND MOVING EXPENSES

4.1 With the exception of the annual convention, when a teacher or principal is required and authorized by the Superintendent of Education to attend meetings, workshops and institutes, outside of their community, all reasonable travel and sustenance expenses shall be reimbursed at and in accordance with Board approved rates.

See: **Appendix B Form 501-2 Expense Claim**
Form 501-2 Mileage & Travel Rates for current board approved rates
<http://www.nlsd113.com/Forms%20and%20Manuals>

4.2 Teachers based in fly in communities who are on continuing contract with Northern Lights School Division #113 may transfer one (1) round trip flight to an immediate family member (children including adult children, mother, father, step-mother, step-father, mother in law, father in law or grandmother, grandfather). All conditions as stated in Section 4 will apply.

4.3 The board will provide scheduled air transportation, out of La Ronge, Prince Albert, or Saskatoon , for four (4) round trips per year, one (1) of which will be to and from the community at the beginning and end of the school year, for teachers and their immediate families (spouse and dependent children) based in fly-in communities. Teachers who make their own or other arrangements for travel shall be limited to the lesser of the equivalent airfare from the community to La Ronge or mileage at board approved rates.

- 4.3.1 For teachers on a temporary contract, three of the four round trip flights will be prorated based on number of days worked. (Number of days of contract divided by number of days in school year multiplied by three. Result will be rounded to the nearest half.)
- 4.4 Transportation for teachers in fly-in communities, as outlined in Section 4.2 of this agreement, is non-accumulative. A teacher terminating his/her contract with the Board prior to the end of the school year shall be responsible for all costs associated with leaving the community.
- 4.5 The Board will provide a freight subsidy to teachers living in fly-in communities in the amount of one thousand two hundred dollars (\$1200.00) per year.
- 4.5.1 For teachers on a temporary contract, freight subsidy will be pro-rated. (Number of days of contract divided by number of days in school year multiplied by \$1200)
- 4.6 The Board will reimburse Board initiated teacher transfers and all newly employed teachers for expenses associated with moving into the community in which the school is located as follows:
See: Appendix C Form 501-3 Moving Expenses
Form 501-2 Mileage & Travel Rates for current board approved rates
<http://www.nlsd113.com/Forms%20and%20Manuals>
- 4.6.1 Reasonable freight charges supported by receipts.
- 4.6.2 Travel expenses at Board approved rates and/or necessary air travel to the location of the school.
- 4.6.3 Reasonable charges for hotel rooms only as substantiated by actual receipts.
- 4.6.4 The total claim for expenses, not including airfreight or air travel for fly-in communities as provided for in Section 4.2 of this agreement, shall not exceed two thousand dollars (\$2000.00) per teacher or two round trips at board approved mileage rates from the point of departure whichever is less. (see Appendix C)
- 4.6.5 Should a teacher on a temporary contract be offered and accept a permanent contract within the current year the teacher shall receive up to the remaining balance of the initial two thousand dollars (\$2000.00) moving allowance.
- 4.7 A teacher terminating his/her contract prior to the expiration of the school year shall repay The Board the unearned portion of their moving expenses and freight subsidy prorated to the number of days remaining in the contract of employment. In extenuating circumstances The Board may waive repayment of the amount owing or any portion thereof.

SECTION 5 PROFESSIONAL DEVELOPMENT

5.1 Definitions

5.1.1 Professional development

The intent of professional development is to provide teachers with opportunities which enhance their skills in relation to the divisional core goals as determined by the board. This may include, but not be limited to: taking academic classes (i.e. online classes), non-credit classes, short courses, webinars, attending conferences, curriculum networking, participating in workshops or seminars. For the purpose of facilitating the management of issues arising from teacher involvement in professional development and to ensure the equitable and optimum allocation of resources professional development in this contract will be administered in three categories.

5.1.2 Short term education leave is intended to allow and support teachers to access learning opportunities intended to meet immediate needs of the teacher or the school.

5.1.3 Medium term education leave is intended to allow and support teachers to access learning opportunities that will support division program objectives or improve/broaden the qualifications of teachers.

5.1.4 Long term education leave is intended to allow and support teachers to access academic learning.

5.2 For terms and attributes of the three categories of educational leave, refer to table below.

Leave/Attribute	Short Term	Medium Term	Long Term
Rationale	Immediate needs of teacher or school See Section 5.1	Teacher qualification or support to division program. See Section 5.1	Academic qualifications See Section 5.1
Duration	Up to 10 days	11 teaching days up to 4 months	4-14 months
Application Date	1 month prior to leave	Sept. 20 for Jan. 1 Jan. 15 for Apr. 1 Apr. 15 for Sept. 1	February 1 for the following academic year
Form #	Appendix D1	Appendix D2 Appendix E	Appendix D3 Appendix E
Approval Process	Principal to recommend Superintendent to approve	* 2 person committee * Principal and Superintendent recommend * Director of Education approve	* 4 person committee * Director recommend * Board approve
% of salary paid	100%	51-71% See 5.3.2.6.2	51-71% See 5.3.3.3
Replacement required	Substitute	Temporary contract of qualified teacher	Temporary contract of qualified teacher
Limit on numbers	10 days max/teacher/academic yr (teacher initiated)	12 leaves per year 4 leaves per term 1 leave per teacher	4 leaves per academic year.
Return service required	None	Twice the leave of school days taken–2:1 ratio See 5.3.2.7	Twice the leave of school days taken 2:1 ratio See 5.3.3.9.1
Eligibility	None	1 year	2 years
Expenses for Leave	If initiated by board it will be paid at Board rates. If initiated by teacher will be paid at NATA/School rates.	Educational Bursary See section 8	% of salary only Not eligible for Bursary

*Teachers applying for courses directly related to their professional growth plan will be given preference

5.3 Administrative and Application Details

5.3.1 Short term Education Leave Details

5.3.1.1 Submit application to principal. one month prior to leave. Principal to recommend and superintendent to approve.

5.3.1.2 Recipients of Short-Term Educational Leave, Board initiated, will receive full reimbursement of travel expenses at Board rates. Receipts of accommodations and registration incurred must be submitted.

Recipients of Short-Term Educational Leave, teacher initiated will receive reimbursement from NATA and/or school professional growth funds.

Short term Education leave will not be available for programs already sponsored by NLS D

5.3.1.3 Upon completion of the event, the teacher will provide a short summary of the content of the PD and submit to Human Resources hroffice@nlsd113.ca.

5.3.2 Medium Term Educational Leave Details

5.3.2.1 Medium Term Educational Leave may be granted to a teacher on request of the principal, and with prior recommendation of the Medium Term Education Leave Committee and the Superintendent of Education.

5.3.2.2 To qualify, any teacher with one (1) or more years of continuous service with The Board shall be eligible to apply for Medium Term Educational Leave.

5.3.2.3 Medium Term Educational Leave shall be considered to be any leave from 11 days up to four months (4)

5.3.2.4 Medium Term Educational Leave applications must be submitted to the Superintendent of Human Resources hroffice@nlsd113.ca by the dates indicated in the table above. (see **Appendix D2** for Medium Term Educational Leave Application.)

5.3.2.5 All teachers requesting Medium Term Educational Leave shall be notified in writing by the Superintendent of Human Resources of the decision of the responsible committee.

5.3.2.6 Recipients of Medium Term Educational Leave may receive remuneration as per table.

5.3.2.6.1 Recipients shall submit up to date transcripts or statement of marks (or certificate) as proof of completion of classes.
(See 5.3.3.3 for insert)

- 5.3.2.6.2 The monthly amount of grant shall be one-twelfth (1/12) of fifty-one percent (51%) of the teachers annual salary, plus ten percent (10%) per dependent, to an overall maximum of seventy-one percent (71%), for each month the teacher is on Long Term Educational Leave and actively taking classes for up to fourteen (14) months of educational study acceptable to the Superintendent of Education.
- 5.3.2.7 In order that the School Division receives the full benefit of the Medium Term Educational Leave the teacher will remain in the employ of The Board for a period of one (1) school year from the completion of the leave.
- 5.3.2.8 Recipients of Medium Term Educational Leave who do not fulfill their employment obligations with the Board, as per Section 5.3.2.7 of this agreement, shall repay on demand that portion of the grant which bears the same relationship to the unfulfilled portion of their employment obligation plus a penalty of ten percent (10%) of that portion of the grant.
- 5.3.2.9 A teacher who has been on Medium Term Educational Leave and who has an obligation to repay the Board in service or financial reimbursement, and who because of death or permanent disability is unable to fulfill their obligation, shall have this sum or obligation considered paid as of the date that death or permanent disability occurred. This sum or obligation may also be waived at the discretion of The Board.
- 5.3.2.10 Teachers on Medium Term Educational Leave may qualify for NLSD #113 Bursaries under Section 8 of this agreement.

5.3.3 Long Term Educational Leave Details

- 5.3.3.1 To qualify, any teacher with two (2) or more years of continuous service with The Board shall be eligible to apply for Long Term Educational Leave.
- 5.3.3.2 Long Term Educational Leave shall be considered to be any leave which is longer than 4 months to a maximum of fourteen (14) months.
- 5.3.3.3 The monthly amount of grant shall be one-twelfth (1/12) of fifty-one percent (51%) of the teachers annual salary, plus ten percent (10%) per dependent, to an overall maximum of seventy-one percent (71%), for each month the teacher is on Long Term Educational Leave and actively taking classes for up to fourteen (14) months of educational study acceptable to the Superintendent of Education.
- 5.3.3.4 A maximum of four (4) Long Term Educational Leaves shall be granted each year, as per Section 5.1.3 of this agreement.
- 5.3.3.5 Teachers wishing to obtain Long Term Educational Leave must submit applications stating comprehensive plans for the period of leave to the Superintendent of Human Resources hroffice@nlsd113.ca not later than February 1 of the year in which the leave is requested
(See **Appendix D3** for Long Term Educational Leave Application).
- 5.3.3.6 All applicants for Long Term Educational Leave shall be notified of the decision of The Board not later than March 31 of the year in which the leave is granted.
- 5.3.3.7 A teacher proceeding on Long Term Educational Leave shall be required to sign the approved Educational Leave Agreement within two (2) weeks of the offer of leave
(See **Appendix E** for Educational Leave Agreement)
- 5.3.3.8 Leave is subject to the submission of your approved Courses and must be received by the Superintendent of Human Resources hroffice@nlsd113.ca.
- 5.3.3.9 Following Long Term Educational Leave the teacher shall:
- 5.3.3.9.1 Return to the employ of The Board for a period of not less than two (2) school years.
- 5.3.3.9.2 Submit transcripts and/or proof of completion of classes.
- 5.3.3.10 Recipients of Long Term Educational Leave who do not fulfill their employment obligations with The Board, as per Section 5.3.3.9.1 of this agreement, shall repay on demand that portion of the grant which bears the same relationship to the unfulfilled portion of their employment obligation plus a penalty of ten percent (10%) of that portion of the grant.
- 5.3.3.11 A teacher who has been on Long Term Educational Leave and who has an obligation to repay The Board in service or financial reimbursement, and who because of death or permanent disability is unable to fulfill their obligation,

shall have this sum or obligation considered paid as of the date that death or permanent disability occurred. This sum or obligation may also be waived at the discretion of The Board.

5.3.3.12 Teachers on Long Term Educational Leave With Pay do not qualify for NLS #113 bursaries under Section 8 of this agreement.

5.3.3.13 The Board will make every effort to reassign the teacher to his/her prior assignment in the same school upon return.

5.4 Educational Leave Committees

5.4.1 The Long Term Educational Leave Committee shall be composed of a maximum of two (2) representatives of The Teachers (one (1) of which will act as Chairperson) and a maximum of two (2) Senior Administration staff (one (1) of which will be the Superintendent of Human Resources.

5.4.1.2 The Long Term Educational Leave Committee shall consider applications for Long Term Educational Leaves and make their recommendations to The Board prior to the March Board of Education Meeting.

5.4.1.3 The Board shall communicate all approved long-term leaves to the teachers.

5.4.1.4 The Long Term Educational Leave Committee shall meet at least once a year or more as determined by the Chairperson of the Educational Leave Committee.

5.4.2 The Medium Term Education Leave Committee shall be composed of one (1) representative of the Teachers and one from NLSD.

5.4.2.1 The Medium Term Education Leave Committee will meet (in person or via other means of communication) three times per year as per Table 5.2.

5.5 Annual Convention

5.5.1 There shall be an annual convention with joint planning representation and contribution from The Board and The Teachers' Executive.

5.5.1.2 The Convention chair shall submit a short informative list of possible keynote speakers to the Director of Education. The Board will choose to fund a keynote speaker to a reasonable amount that aligns with the Board's Strategic Plan.

5.5.2 Prior to the NATA convention The Board shall make available to The Teachers' Executive a lump sum of money equivalent to two hundred and fifty (\$250.00) per NATA member. NATA members on secondment to other agencies are not included in this payment.

5.5.3 As per Article 2 of the Provincial Collective Agreement teachers shall be granted NATA business day at convention with pay in respect to unpaid travel time to convention.

5.5.4 In addition to 5.5.2 of this agreement, The Board agrees to pay the cost of transporting isolated fly-in teachers to the NATA Convention.

SECTION 6 LEAVE WITHOUT PAY

6.1 Any teacher with two (2) years of experience with the Board, on making application, may be granted Leave without Pay for one academic year. Applications for leave for the following academic year must be submitted to the Superintendent of Human Resources hroffice@nlsd113.ca not later than March 31 of the preceding academic year for which the leave is requested

(See [Appendix F](#) Leave Without Pay)

6.1.1 The Board may consider applications at other times other than noted above under extenuating circumstances. Teacher must exhaust all other leave options before submitting an application for Leave without Pay.

6.1.2 Any teacher on making application, may request leave without pay for a specific number of days for purposes other than those set out in this agreement

6.1.3 The Board, at its discretion, may grant leave without pay for purposes other than stated above for what ever number of days requested by the teacher.

6.2 The Board will make every effort to reassign the teacher to his/her prior assignment or an equivalent in the school division.

- 6.3 Leave without pay will not be granted to accept any other employment without the expressed permission of the Director of Education

SECTION 7 DEFERRED SALARY PLAN

7.1 Introduction

The purpose of a Deferred Salary Leave Plan is to provide a teacher with a one (1) year leave of absence in conjunction with a period of continuous employment by The Board.

7.2 Committee

7.2.1 A committee composed of a maximum of three (3) representatives of the Teachers (one (1) of which will act as Chairperson) and a maximum of two (2) representatives of The Board, shall consider applications for the Deferred Salary Leave Plan and make recommendations to The Board.

7.2.2 This committee may be the Educational Leave Committee.

7.3 Application

To enter the Plan in the fall of any given year, the teacher shall make application in writing to The Board not later than May 1 of that year. The Committee shall make their recommendations to The Board and The Board shall communicate all approved leaves to the teachers. The teacher shall have the option to begin deferring a portion of net salary in June or the fall of the year of approval.

7.4 Terms

The terms of the Deferred Salary Leave Plan, inclusive of service and leave, are three (3), four (4) or five (5) years.

7.5 Percentage Deduction

Upon entering the Plan, the teacher shall defer the respective percentage of net annual professional salary to the Deferred Salary Leave Plan for each of the years that salary is deferrable. These percentages are thirty-three point three (33.3), twenty-five (25) or twenty (20) for three (3), four (4) or five (5) year terms respectively. It is understood that in the year in which the teacher is absent that teacher will receive the same salary as was received in the years in which the deductions were being made. (i.e. if thirty-three point three percent (33.3%) was deducted for two (2) years the teacher will receive sixty-six point six percent (66.6%) of salary in the third (3rd) year, the year in which she/he is absent.)

7.6 Intention to Start

The teacher shall notify the Superintendent of Human Resources of the intention to take Deferred Salary Leave Plan leave of absence by March 31 of the year in which the leave is to begin.

7.7 Postpone/Defer

In the event of unforeseen circumstances which would prevent the teacher from taking the Deferred Salary Leave during the term of the plan, the leave may be postponed to a later year by mutual written agreement between The Teacher and The Board.

7.8 Return to School Division

At the expiration of the leave, The Board will reinstate the employee with terms and conditions and benefits as per Teachers' Local Agreement in effect at the time of return. Every effort will be made to re-assign the teacher to an equivalent assignment within the division.

7.9 Credits Not Earned

The period of leave shall not be credited for purposes of increment, accumulated sick leave or days in lieu.

7.10 Superannuation Eligibility

If the teacher plans to use the year of leave for Superannuation eligibility, then Superannuation will be deducted each month during the year of leave. The teacher must request this deduction prior to leave.

7.11 Cancellation

If, due to unforeseen circumstances, the teacher finds it necessary to opt out of the plan, the teacher will indicate their intention to Human Resources hroffice@nlsd113.ca

SECTION 8 EDUCATIONAL BURSARIES

- 8.1 Applications for Bursary must be submitted to the Superintendent of Human Resources hroffice@nlsd113.ca for prior approval at least one (1) calendar month before the commencement of the class
(See **Appendix G** Application for Bursary).
- 8.2 Educational Bursaries are awarded only to those teachers who are employed on a continuing contract.
- 8.2.1 After 2 bursaries are awarded and classes completed, an individual may apply and be put on the waitlist. There will be a limit of 4 bursaries per year per individual
- 8.3 The number of bursaries awarded shall not exceed thirty (30) full time equivalent classes per academic year.
- 8.4 Reimbursement of tuition or fees will be awarded to successful applicants upon the successful completion of university classes, summer short courses, or other educational professional development opportunities which are considered by The Board to be of value to northern teachers.
- 8.4.1 Accreditation seminars will be paid for by the Board and not be considered bursaries. Travel expenses will be reimbursed at board approved rates.
(See **Appendix B** Form 501-2 Expense Claim)
(Also see on website, Form 501-2 Mileage & Travel Rates for current board approved rates <http://www.nlsd113.com/Forms%20and%20Manuals>)
- 8.4.2 Bursaries can not be used for program or status continuance
- 8.5 Upon submission of original receipts and confirmation of successful completion for the program by the teacher to The Board, The Board shall make payment to the teacher within one (1) calendar month.
- 8.6 For every \$5000 in bursaries or a portion thereof, one year of return service is required. The repayment period will begin the academic year following the year the bursary was awarded. A teacher who does not remain in the employ of The Board for the following complete academic year will be required to repay, on demand, that portion of the bursary which bears the same relationship to the unfulfilled portion of their employment obligation plus a penalty of ten percent (10%) of that portion of the grant.

SECTION 9 MATERNITY LEAVE

- 9.1 Maternity Leave shall be granted in accordance with the provisions of *The Saskatchewan Employment Act* (See **Appendix H** Maternity Leave Agreement).
- 9.2 The teacher requesting maternity leave shall make written application at least four (4) weeks in advance of the date on which she wishes to begin her leave and shall provide the Superintendent of Human Resources with a statement from her physician certifying pregnancy and specifying the estimated date of birth.
- 9.3 A teacher requesting to return early from maternity leave shall make written application four weeks in advance of the initial planned returned date.
- 9.4 A teacher who has been granted maternity leave shall return to the position previously held or a position as similar as possible.
- 9.5 During maternity leave a teacher shall not receive any salary, sick leave credits or credit towards salary increments.
- 9.6 For teachers on a temporary contract this leave will be prorated per number of days in the contract. Number of days in contract divide by number of days in school year multiplied by two. Rounded to the nearest half day.

SECTION 10 PARENTAL LEAVE

- 10.1 Parental leave shall be granted in accordance with the provisions of The Saskatchewan Employment Act.
(See [Appendix H](#) Parental Leave Agreement)
- 10.2 The teacher requesting parental leave shall make written application at least four weeks (4) in advance of the date on which she/he wishes to begin his/her leave. Unless the parental leave is applied for and used in conjunction with the maternity leave request.
- 10.3 The length of parental leave shall not exceed thirty-seven (37) consecutive weeks unless the Board grants an extension beyond this time.
- 10.4 During the parental leave the teacher shall not receive any salary, sick leave credits or credit towards salary increments.
- 10.5 A teacher who has been granted parental leave shall return to the position previously held or a position as similar as possible.
- 10.6 For teachers on a temporary contract this leave will be prorated per number of days in the contract. Number of days in contract divide by number of days in school year multiplied by two. Rounded to the nearest half day.

SECTION 11 ADOPTION LEAVE

- 11.1 Adoption Leave shall be granted in accordance with the provisions of *The Saskatchewan Employment Act*
(See [Appendix H](#) for Adoption Leave Agreement).
- 11.2 A teacher who has been granted adoption leave shall return to the position previously held or a position as similar as possible.
- 11.3 For teachers on a temporary contract this leave will be prorated per number of days in the contract. Number of days in contract divide by number of days in school year multiplied by two. Rounded to the nearest half day.

SECTION 12 PATERNITY LEAVE

- 12.1 Teachers may upon application be granted up to three (3) days with pay for the purpose of attending the birth of their child
(See [Appendix I](#) Application for Leave).
- 12.1.1 Teachers in the Athabasca Region may be granted up to five (5) days with pay for the purpose of attending the birth of their child.
- 12.2 For teachers on a temporary contract this leave will be prorated per number of days in the contract. Number of days in contract divide by number of days in school year multiplied by two. Rounded to the nearest half day.

SECTION 13 COMPASSIONATE LEAVE

- 13.1 Teachers shall upon application, be granted up to five (5) days with pay in any one (1) academic year for absence as a result of death or serious injury or illness in the teacher's immediate family
(See [Appendix I](#) Application for Leave).
- 13.2 For the purpose of interpreting this section 'immediate family' shall include: spouse or common-law spouse, son, daughter, mother, father, sister, brother, grandfather, grandmother, aunt, uncle, niece, nephew, foster child, grandchild, parent surrogate, parent-in-law, brother-in-law, and sister-in-law.
- 13.3 For days over and above five (5), a teacher may apply to The Board under Section 15.2.6 of this agreement.
(See [Appendix I](#) Application for Leave).
- 13.4 Compassionate Leave days shall be non-accumulative.
- 13.5 For teachers on a temporary contract this leave will be prorated per number of days in the contract. Number of days in contract divide by number of days in school year multiplied by two. Rounded to the nearest half day.

SECTION 14 NEGOTIATION LEAVE

- 14.1 A teacher acting as a representative of the Bargaining Committee in accordance with the provisions of *The Education Act, 1995*, shall suffer no loss in salary for the time necessarily absent from his or her duties for the purpose of negotiation between The Teachers and The Board.
(See [Appendix I](#) Application for Leave).
- 14.2 The Teachers Bargaining Committee shall not have more than four (4) representatives away from regular duties for the purpose of negotiations at any one (1) time.
- 14.3 The members of the Teachers Bargaining Committee shall suffer no loss of salary for LINC preparation time up to four (4) days per contract cycle.
- 14.4 If one (1) party is absent from a mutually agreed upon negotiating meeting, then the absent party shall be responsible for all costs incurred by the other party.

SECTION 15 ADDITIONAL LEAVE

- 15.1 Each of the following leave allowances are on a per academic year basis and are non-accumulative.
- 15.2 The Board shall grant special leave with pay to a teacher upon request to the principal and with prior approval of the Superintendent of Education for the following:
- 15.2.1 Personal Leave
- Up to two (2) days per school year as personal leave This leave shall be non-accumulative.
(See [Appendix I](#) Application for Leave).
- 15.2.1.1 For teachers on a temporary contract this leave will be prorated per number of days in the contract.) Number of days in contract divide by number of days in school year multiplied by two. and rounded to the nearest half day).

15.2.2 Court Duty

Any teacher who is required to attend court as a juror, or who is subpoenaed to appear in court. The teacher will pay to The Board any remuneration received, except reimbursement of actual expenses, to a maximum of the salary paid for the period of absence.

(See [Appendix I](#) Application for Leave).

15.2.3 Funeral Leave

Up to one (1) day of leave with pay in order to serve as a pallbearer or eulogist.

(See [Appendix I](#) Application for Leave).

15.2.4 Presidential Leave

Up to ten (10) days per academic year as NATA President for NATA business. One-half (1/2) of the sub cost will be paid by NATA

(See [Appendix I](#) Application for Leave).

15.2.5 Medical Leave

In addition to the sick leave provided through the Provincial Collective Bargaining Agreement, the board will provide two (2) days leave with pay for teachers who must attend to immediate family specialist or emergency needs.

15.2.5.1 Complete [Appendix I](#) Application for Leave and attach confirmation from the attending physician as required.

15.2.5.1 For teachers on a temporary contract this leave will be prorated per number of days in the contract. (Number of days in contract divide by number of days in school year multiplied by two. Rounded to the nearest half day)

15.2.5.2 For the purpose of interpreting this section, 'immediate family' is defined as in Section 13.2

15.2.6 Pressing Necessity

The Board, at its discretion, may grant leave with pay for purposes other than those set out in this agreement for extenuating family obligations which they must attend beyond their control. All other appropriate leaves must be exhausted prior to applying to the board. Complete [Appendix I](#) Application for Leave. Supporting documentation must accompany all requests.

SECTION 16
NORTHERN AREA TEACHERS' ASSOCIATION (NATA)

16.1 NATA Fees

The Board shall provide for the collection of NATA fees from personnel who have provided The Board with signed authorization by October 31 of each year. The changes in fees should be effective upon notification by NATA. Fees collected will be forwarded to the NATA within thirty (30) days of collection. The amount of such collections shall be made in accordance with the regulations that are established by NATA.

16.2 Employment Insurance Rebate

Pursuant to the provisions of *The Employment Insurance Act*, The Board shall issue a cheque to the NATA for the amount of the premium reduction realized for each of the teachers in the employ of The Board in accordance with *Employment Insurance Regulations*.

16.2.1 The annual payment to the NATA of the premium reduction realized shall be payable prior to March 1 of the following year.

SECTION 17
RETIREMENT GRATUITY

17.1 The Board shall, pursuant to the provisions of *The Education Act, 1995*, pay a retirement gratuity to teachers who are superannuating due to age and service.

17.1.1 Two hundred and fifty dollars (\$250.00) per year times the number of years of continuous service up to June 30, 2004.

17.1.2 Three hundred dollars (\$300.00) per year times the number of years of continuous service between June 30, 2004 and August 15, 2008.

17.1.3 Four hundred dollars (\$400.00) per year times the number of years of continuous service beyond August 15, 2008.

17.2 To qualify the teacher must have at least ten (10) years of service with The Board.

- 17.3 Service shall be defined as service with The Board, but shall exclude:
- 17.3.1 Leave of absence without pay;
 - 17.3.2 Secondment (except as noted in 17.5 of this agreement);
 - 17.3.3 Maternity, adoption, or parental leave;
 - 17.3.4 Income continuance; or
 - 17.3.5 Deferred salary leave (for the year of leave).
- 17.4 Exclusions to service defined in 16.3 of this agreement, will not be considered as breaks in continuous service.
- 17.5 Teachers who are seconded by another agency will continue to qualify provided the receiving agency is prepared to participate in the cost of the gratuity for their period of responsibility.
- 17.6 Teachers will be notified if the receiving agency is not prepared to participate in the gratuity payments.
- 17.7 The Retirement Gratuity is taxable in the hands of the recipient.
- 17.8 The gratuity will only be paid:
- 17.8.1 If the teacher retires while in the employ of The Board; and
 - 17.8.2 If the teacher has completed all of the documentation to qualify for a teachers pension benefit.

SECTION 19 DISPUTE RESOLUTION AND GRIEVANCE PROCEDURE

- 19.1 A Board of Review shall be established each year prior to the end of December. Three (3) representatives shall be named by each of the parties to this agreement and their names will be submitted to the Superintendent of Human Resources hroffice@nlsd113.ca. The committee shall mutually agree upon a Chairperson from within the committee.
- 19.1.1 The Board of Review shall set up its own procedures and will be responsible for dealing with and making recommendations on any matter related to the meaning, interpretation or application of any words, expressions or provisions contained in this agreement.

19.1.2 The Board, The Teachers, or any teacher, may make representation to the Board of Review on any matter related to the implementation or interpretation of any part of this agreement. The Board of Review shall make its recommendation in writing and copies shall be forwarded to the parties involved as well as to both parties to this agreement.

19.2 The chairperson shall have the right to vote on all questions.

19.3 The Board of Review will receive and consider appeals by teachers related to interpretations of the agreement.

19.4 Appeals are to be submitted in writing to the chairperson of the Board of Review.

19.5 The Board of Review shall report to the Board of Education through the Director of Education with respect to each appeal and may submit recommendations.

19.6 Reports shall be submitted within thirty (30) days of receipts of the appeal except that, in extenuating circumstances, the time may be extended.

19.7 In the event that the teacher is not satisfied with the decision of the board, in respect to this agreement or any administrative procedure, further action may be taken in accordance with, *The Education Act, Section 256*

19.8 If the aggrieved is still dissatisfied, the individual may within fifteen (15) days submit the grievance to arbitration as provided for in *The Education Act, Sections 261-263*

SECTION 20 LIAISON COMMITTEE

20.1 It is agreed that a Liaison Committee be established by November 30, consisting of two (2) representatives of The Board and two (2) representatives of The Teachers, for the purpose of discussing matters of mutual concern. The committee shall meet at least two (2) times per year with every effort to meet once per semester. All costs for such meetings will be borne by The Board.

SIGNING PAGE

Dated at La Ronge, on the 29 (day) of November (month) of 2016

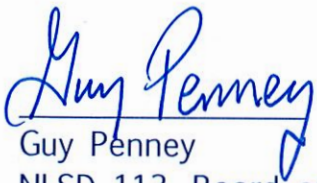
Board Team:



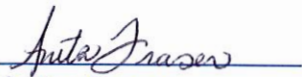
Lorna Black, Board Chair
NLSD 113, Board of Education



Alan Bishoff
NLSD 113, Board of Education



Guy Penney
NLSD 113, Board of Education



Anita Fraser
NLSD 113, Board of Education

NATA Team:



Dean Squires, LINC Committee Chair
NATA



Ashley Squires, LINC Committee
NATA President



Dan MacDonald, LINC Committee
NATA



Debbie Banman, LINC Committee
NATA

Teachers' Local Agreement

Local Implementation Negotiation Committee (LINC)

Appendix List

Local Implementation Negotiation Committee (LINC)

Appendices:

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Appendix E	MEDIUM/LONG TERM EDUCATIONAL LEAVE AGREEMENT	32&33
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	<ul style="list-style-type: none"> ▪ PATERNITY ▪ COMPASSIONATE ▪ NEGOTIATION ▪ PERSONAL ▪ COURT DUTY ▪ FUNERAL ▪ PRESIDENTIAL ▪ MEDICAL ▪ PRESSING NECESSITY 	

FORM 400-4

Direct Deposit

Name: _____ S.I.N.: _____

Address: _____

I hereby authorize Northern Lights School Division #113 to deposit my pay directly to my bank account as described in the Financial Institution Data section of this form. An earning/deduction statement will be provided via web mail at the end of each month. Deposits to my account will be shown as "NLSD Payroll" or abbreviated caption to denote the automated transaction on my account records. I also understand that I am only allowed to change my advance amount or banking instructions once per year.

Employee Signature_____
Date

FINANCIAL INSTITUTION DATA

Attach Cheque Here

Handwritten banking information

We will not accept responsibility for mistakes you make in transcribing banking information. The safest way to submit the information is to take a blank cheque and write "VOID" through the signature area. Our staff can then pick up the actual clearing information (institution number, transit number and account number) from the bottom of the cheque and then you will not have responsibility for the results.

Employee Signature_____
Date

ADVANCE REQUEST

I would like a \$ _____ or _____% advance each month.

Advances must be less than 50% of your monthly net pay and will be deposited to your account on the last banking day prior to the 16th of the month. The personal information provided on this form will be confidential and used only for the purposes of direct depositing your pay with the financial institution specified on this form.

Employee Signature_____
Date

Submit to:

E-mail: corinnemcconnell@nlsd113.ca (or)

Fax #: (306) 425-4932

Corinne McConnell, Payroll Supervisor ph# 306 425 3302

FORM 501-1

Expense Claim

Name: _____ School: _____

Purpose of Travel and Location of Event: _____

DATE	ORIGIN/ DESTINATION	MILEAGE	LODGING	MEALS	OTHER EXPENSES <small>(Receipt(s) Required)</small>	TOTAL
	From: To:			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner		\$
	From: To:			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner		\$
	From: To:			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner		\$
	From: To:			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner		\$
	From: To:			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner		\$
	From: To:			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner		\$
Total Payable		\$	\$	\$	\$	\$

See Form 501-2 in the Forms Manual for the current board approved rates.

<http://www.nlsd113.com/Forms%20and%20Manuals>

I hereby certify that the above expenditures were incurred on Board approved business.

Employee Signature

Date

Approved By

Code To: _____

Program Name: _____

FORM 501-3

Moving Expenses

Teacher's Local Agreement 2016-19 (Section 4.5-4.7)

- 4.5 The Board will reimburse Board initiated teacher transfers and all newly employed teachers for expenses associated with moving into the community in which the school is located as follows:
- 4.5.1 Reasonable freight charges supported by receipts.
 - 4.5.2 Travel expenses at Board approved rates and/or necessary air travel to the location of the school.
 - 4.5.3 Reasonable charges for hotel rooms only as substantiated by actual receipts.
 - 4.5.4 The total claim for expenses, not including airfreight or air travel for fly-in communities as provided for in Section 4.2 of this agreement, shall not exceed two thousand dollars (\$2,000.00) per teacher or two round trips at Board approved mileage rates from the point of departure, whichever is less.
 - 4.5.5 Should a teacher on a temporary contract be offered and accept a permanent contract within the current year in the same community; the teacher shall receive up to the remaining balance of the initial two thousand dollars (\$2000.00) moving allowance.
- 4.6 A teacher terminating his or her contract prior to the expiration of the school year shall repay The Board the unearned portion of their moving expenses prorated to the number of days remaining in the contract of employment. In extenuating circumstances, The Board may waive repayment of the amount owing or any portion thereof.
- 4.7 The Board shall reserve the right to recover any unearned portions under Section 4.6 of this agreement, from amounts owed to the teacher.

NOTE:

1. Teachers who are assigned to a fly-in community should **NOT** include the cost of airfreight and air travel from Prince Albert or La Ronge to the community on this claim.
2. If multiple vehicle trips are being claimed a confirmation of travel (such as gas receipts) must be included to show travel on that day.
3. See Form **501-2 Mileage Rates** in the Forms Manual for the current mileage rate.
<http://www.nlsd113.com/Forms%20and%20Manuals>

Expense claim from _____ to _____
(location) (location)

1.	Freight charges (attach receipts)	\$ _____
2.	Mileage (_____ km x _____ # of Trips x _____ ¢/km)	\$ _____
3.	Hotel bills (attach receipts)	\$ _____
4.	Other _____	\$ _____
	Total	\$ _____

Date _____

Teacher's Name (Print)

Teacher's Signature

School

Superintendent's Signature
Return to your Area Superintendent

NORTHERN LIGHTS SCHOOL DIVISION #113

Professional Development: Short Term Education Leave Application

Submit as per table 5.2

Name: _____	Date: _____ 201__
School: _____	Assignment: _____
Length of Continuous Service with NLSD #113: _____	_____
Current Class and Step: _____	_____
Educational Qualifications, Degrees Held: _____	_____
Specialization: _____	_____

Leave Requested From: _____ To: _____

Professional development
(i.e course, conference, workshop, webinars, seminar etc. as per definitions):

Location: _____

PROGRAM INFORMATION:

Explain benefit to:

Applicant: _____

School: _____

Division: _____

Have you received any previous Educational Leave from the Northern Lights School Division #113? Yes No

If so, What and When?

If you were unsuccessful in the application, would you accept Leave Without Pay if offered?

Yes No

If desired, attach letters of recommendation.

Leave is subject to the submission of your approved University Courses and must be received by the Superintendent of Human Resources.

Signature of Applicant

Date

Recommended by Principal

Date

OFFICE USE ONLY:

Date Received: _____, 201__

Educational Leave Committee Recommendation: _____

Action: _____

NORTHERN LIGHTS SCHOOL DIVISION #113

Professional Development: Medium Term Educational Leave Application

Submit as per table 5.2

- September 20 for January 1 enrolment*
- January 15 for April 1 enrolment*
- April 15 for September 1 enrolment*

Name: _____	Date: _____ 201_
School: _____	Assignment: _____
Length of Continuous Service with NLSD #113: _____	
Current Class and Step: _____	
Educational Qualifications, Degrees Held: _____	
Specialization: _____	

Leave Requested From: _____ To: _____

Course/Class Being Taken: _____

Location: _____

PROGRAM INFORMATION:

1. Include proposed Course Outline from University (please attach).
2. Explain benefit to:

Applicant: _____

School: _____

Division: _____

Name of Dependents:

Age (D.O.B.):

Have you received any previous Educational Leave from the Northern Lights School Division #113? Yes No

If so, What and When?

If you were unsuccessful in the application, would you accept Leave Without Pay if offered?
 Yes No

If yes, please complete Appendix F Leave Without Pay Appendix by March 31.

If desired, attach letters of recommendation.

Leave is subject to the submission of your approved University Courses and must be received by the Superintendent of Human Resources hroffice@nlsd113.ca .

I understand that there will be a return service commitment (with penalties) for approval of all education leaves with pay.

Signature of Applicant

Date

Recommended by Principal

Date

OFFICE USE ONLY:

Date Received: _____, 201 ___

Educational Leave Committee Recommendation: _____

Director Action: _____

Professional Development: Long Term Educational Leave Application

Submit as per Table 5.2

No later than February 1 for following academic year

Name: _____	Date: _____, 201__
School: _____	Assignment: _____
Length of Continuous Service with NLSD #113: _____	
Current Class and Step: _____	
Educational Qualifications, Degrees Held: _____	
Specialization: _____	

Leave Requested From: _____ To: _____

Course/Class Being Taken:

Location: _____

PROGRAM INFORMATION:

1. Include proposed Course Outline from University (please attach).
2. Explain benefit to:

Applicant: _____

School: _____

Division: _____

Name of Dependents:

Age (D.O.B.):

Have you received any previous Educational Leave from the Northern Lights School Division #113? Yes No

If so, What and When?



If you were unsuccessful in the application, would you accept Leave Without Pay if offered?

Yes No

If yes, please complete Appendix F Leave Without Pay Appendix by March 31.

If desired, attach letters of recommendation.

Leave is subject to the submission of your approved University Courses and must be received by the Superintendent of Human Resources hroffice@nlsd113.ca.

I understand that there will be a return service commitment (with penalties) for approval of all education leaves with pay.

Signature of Applicant

Date

Recommended by Principal

Date

OFFICE USE ONLY:

Date Received: _____, 201__

Educational Leave Committee Recommendation: _____

Board Action: _____

Medium/Long Term Educational Leave Agreement

This Agreement made in duplicate this ____ day of _____ A.D., 201__.

BETWEEN:

NORTHERN LIGHTS SCHOOL DIVISION #113, a body duly elected Pursuant to The Education Act, 1995

Hereinafter called "The Board" of The First Part

AND:

_____ of _____
Hereinafter called "The Teacher" of The Second Part

WHEREAS The Teacher has been in the employ of The Board for _____ years;

AND WHEREAS The Board has established a medium/long term educational leave plan for teachers in its employ;

AND WHEREAS The Teacher is desirous of obtaining medium/long term educational leave from The Board for the period from _____, 201__ to _____, 201__;

AND WHEREAS The Board has agreed that The Teacher shall have such leave;

NOW THEREFORE in consideration of the premises and that mutual covenant, the parties hereto agree:

- 1. The Teacher shall be on medium/long term educational leave during the period from _____ to _____, 201__.
2. During the said period The Teacher shall not teach, but shall, during the period of this leave _____.
3. Monthly remuneration to The Teacher shall be on the following basis:

4. The Teacher shall return to teach in the employ of The Board on _____, 201__ and shall on his/her return remain in the employ of The Board for a minimum of _____ years.

5. In the event The Teacher wishes not to return and teach in the employ of The Board commencing _____, 201__, The Teacher shall give notice in writing to this effect to The Board on or before the 31st day of May 201_, and he/she shall thereupon repay the full amount of the grant received plus a penalty of ten percent (10%) of that amount.

6. In the event The Teacher wishes to terminate his/her contract with The Board at a date prior to that which completes the period of service specified in Point 4 of this Agreement, such termination shall be made in accordance with the Provincial Regulations. The Teacher shall thereupon repay The Board forthwith the sum of money which bears the same relationship to the unfulfilled part of their employment obligations plus a penalty of ten percent (10%) of that portion of the grant.

7. The Teacher shall lose no rights, benefits, or privileges that had been acquired by him/her prior to going on leave and on his/her return, he/she shall be accorded all the rights, benefits and privileges under any schedule then in effect between The Board and The Teacher.

8.
 - a) The Board will make every effort to reassign The Teacher to his/her prior assignment in the same school upon return.

 - b) In the event that a dispute arises as a result of the offer of a position to The Teacher upon his/her return from the leave, he/she may appeal to The Board. The decision of The Board shall be binding on both parties to the Agreement.

SIGNATURE OF TEACHER

ON BEHALF OF THE NORTHERN LIGHTS
SCHOOL DIVISION #113 BOARD OF EDUCATION

WITNESS

WITNESS

DATE

DATE

NORTHERN LIGHTS SCHOOL DIVISION #113

Leave Without Pay Application

*Not later than March 31 of the preceding academic year
for which the leave is requested*

Name: _____ Date: _____

School: _____

Position: _____

Dates of Proposed Absence: _____

Reason or Other Pertinent Information (Required):

SIGNATURE OF TEACHER

DATE

APPROVED BY

DATE

NORTHERN LIGHTS SCHOOL DIVISION #113

Application for Bursary

Pursuant to Section 8 of the Northern Area Teachers' Local Agreement, I _____, employed by the Northern Lights School Division #113 Board of Education for _____ years and presently teaching grade ____ at _____ school, wish to make application for a bursary for the following professional development.

Name of Class/Course	Dates To/From	Semester Hours/ Hours of Study	Estimated Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The above is subject to approval of The Board and successful completion of same.

The reason for obtaining this class/course must be outlined on the back of this application.

I understand that upon reimbursement of tuition or fees paid I am required to remain in the employ of The Board for the following complete academic school year.

Signature

Date

OFFICE USE ONLY:

Approved: _____

Not Approved: _____

Reason: _____

SIGNATURE OF DIRECTOR OF EDUCATION

DATE

NORTHERN LIGHTS SCHOOL DIVISION #113
Maternity/Adoption/Parental Leave Agreement

The Agreement made in duplicate this ____ day of _____ A.D., 201__.

BETWEEN:

NORTHERN LIGHTS SCHOOL DIVISION #113, a body duly elected Pursuant to *The Education Act, 1995*

Hereinafter called "The Board" of The First Part

AND:

_____ of _____

Hereinafter called "The Teacher" of The Second Part

WHEREAS The Teacher has been in the employ of The Board for _____ years;

AND WHEREAS The Board has established a(n) _____ plan for teachers in its employ;

AND WHEREAS The Teacher is desirous of obtaining _____ leave from The Board for the period from _____, 201__ to _____, 201__.

NOW THEREFORE in consideration of the premises and the mutual covenant the parties hereto agree:

1. The Teacher shall be on _____ Leave during the period from _____, 201__ to _____, 201__.
2. During this period, The Teacher shall not be required to teach, but shall be considered to be on leave of absence due to _____.
3. The Teacher shall return to the employ of The Board commencing _____, 201__.

4. In the event The Teacher wishes not to return to the employ of The Board, The Teacher shall give notice in writing to this effect of or before the 31st of May, 20 _____.
5. In the event The Teacher wishes to terminate his/her contract with The Board, such termination shall be made in accordance with Provincial Regulations.
6. The Teacher shall lose no rights, benefits or privileges that have been acquired by him/her prior to going on leave, and on his/her return he/she shall be accorded all the rights, benefits and privileges under any schedule then in effect between The Board and its teachers.
7.
 - a) The Board will make every effort to reassign The Teacher to his/her prior assignment in the same school upon return.
 - b) In the event that a dispute arises as a result of the offer of position to The Teacher upon his/her return from Leave may appeal to The Board. The decision of The Board shall be binding on both parties to this Agreement.

SIGNATURE OF TEACHER

ON BEHALF OF THE NORTHERN LIGHTS
SCHOOL DIVISION #113 BOARD OF EDUCATION

WITNESS

WITNESS

DATE

DATE

NORTHERN LIGHTS SCHOOL DIVISION #113

Application for Leave

Please Check One:

- Paternity Leave (Section 12)
- Compassionate Leave (Section 13)
- Negotiation Leave (Section 14)
- Personal Leave (Section 15.2.1)
- Court Duty (Section 15.2.2)
- Funeral (Section 15.2.3)
- Presidential Leave (Section 15.2.4)
- Medical (Section 15.2.5)
- Pressing Necessity (Section 15.2.6)
- Other (Section 15)

NOTE: Please review the pertinent sections of the Teachers' Local Agreement. Approval cannot be granted unless the request meets all of the requirements of the section.

Applicant Name _____ Date: _____

School: _____ Position: _____

Dates of Absence: _____

Number of Days _____

Reasons or other pertinent information (Required):

SIGNATURE OF TEACHER

SIGNATURE OF PRINCIPAL

RECOMMENDED BY: _____ DATE: _____

APPROVED BY _____

“Alone we
can do so
little; together
we can do
so much”

This agreement is on the NLSD's website <http://www.nlsd113.com>.
Go to “Human Resources” tab then click on the “Agreements” tab.