

# OSSTF Limestone District 27

735C Arlington Park Place, Unit 11, Kingston, Ontario K7M 8M8  
Tel: 613-546-6985 Fax: 613-545-1295 Email: osstf@kingston.net



## MEMORANDUM

**To:** ALL MEMBERS OF THE TEACHERS' BARGAINING UNIT  
**From:** Teresa Marrello, District Officer  
**Re:** November 15 Deadline For Leaves/Reductions of Teaching Load  
**Date:** October 22, 2007

### November 15 is the deadline in the Collective Agreement to:

- Apply for a leave from the Board for Semester II;
- Request a reduction in teaching load for Semester II;
- Notify the Board of your intention to return from a leave for Semester II;
- Notify the Board of your intention to return to your full teaching load for the next semester.

The deadline to apply for a **Funded Leave** (Teacher-Funded Sabbatical or Self-funded (X/Y) Leave) for the following year/years is **March 31**.

The deadline to request a **Voluntary Transfer/Exchange** for the following school year is **April 10**. **Application forms** are available from your Branch President or from the District Office.

You will find the details of each kind of leave in the Collective Agreement of the Teachers' Bargaining Unit. Listed below are the leaves available from the Limestone District School Board.

Article	Type of Leave
15	Reduction of Teaching Load (under the heading "Entitlement")
25	Leave of Absence for Professional Enrichment
26	Leave of Absence for Reasons other than Professional Enrichment
27	Leave of Absence for Teachers to Serve with Service Organizations
28	Teachers of Loan to Department of National Defense Schools Overseas
29	Teacher Exchanges between Boards, Provinces or Countries
30.2.1	Teacher-Funded Sabbatical Leave with Salary Holdback
30.3.1	Self-Funded Leave (X/Y)

### Information for All Leaves:

- You must apply on a yearly or semester to semester basis.
- After being on leave for more than 2 years, you no longer maintain entitlement at your former school, but become a system responsibility, with the exception of a Reduction of Teaching Load.
- Leaves except Reduction of Teaching Loads, are normally only permitted up to a maximum of 3 years duration, requested on a yearly basis.
- Seniority is accrued while on leave.
- Teaching experience (credit on the grid) is not usually accrued while on leave.
- For most **leaves** you can buy credit in the Teachers' Pension Plan. Kim Wilson, at the Board Office, normally sends out information or you may call the District Office for information.
- **Please send a copy of any leave letter/application form to Teresa Marrello at the District Office and to Paula Medeiros at the Board Office.** You may also want to give a copy to your Principal
- **If any leave is denied, please let the District Officer know right away.**
- The District Officer strongly encourages you to maintain your Long Term Disability coverage during your leave.

over →

## Comparison of Non-Funded Leaves

Leave Type	Apply To	Application Process	Special Features/Conditions
<b>Reduction of Teaching Load (Article 15)</b>	<b>Superintendent of Human Resources (Andre Labrie)</b>	letter – see Article 15.1.5	<ul style="list-style-type: none"> <li>entitlement is maintained</li> <li>cannot buy credit in the Teachers' Pension Plan</li> </ul>
<b>Professional Enrichment (Article 25)</b>	<b>Director of Education (Brenda Hunter)</b>	letter with proposed professional enrichment study program	<ul style="list-style-type: none"> <li>must have 2 years experience</li> <li>Board pays benefits</li> </ul>
<b>Other than Professional Enrichment (Article 26)</b>	Superintendent of Human Resources	letter	<ul style="list-style-type: none"> <li>may stay on Board Benefit Plan, but must reimburse the Board for cost</li> <li>may work as an occasional teacher</li> </ul>
<b>Teachers to Serve with Service Organizations (Article 27)</b>	Superintendent of Human Resources	letter	<ul style="list-style-type: none"> <li>teaching experience (grid step) is accrued</li> <li>must return to Board for equal number of years of leave</li> </ul>
<b>Teachers on Loan to D.N.D. Schools (Article 28)</b>	Director of Education	letter	<ul style="list-style-type: none"> <li>must have a permanent position with Board prior to September of the first year of leave</li> </ul>
<b>Exchanges between Board, Provinces or Countries (Article 29)</b>	Superintendent of Human Resources	letter	<ul style="list-style-type: none"> <li>defined by the Ministry of Education and Training Memorandum</li> </ul>

## Comparison of Funded Leaves

For more detailed information about both types of Funded Leaves, see “Article 30.0 – Funded Leaves.”  
***Please consult the District Officer before applying for a Funded Leave.***

To apply for either type of Funded Leave, an **application** is to be filled out and sent to Andre Labrie, **Superintendent of Human Resources** with copies sent to **Paula Medeiros at the Board Office** and **Teresa Marrello at the District Office**

Leave Type	Teacher –funded Sabbatical with Salary Holdback – (Article 30.2.2)	Self-funded Leave (X/Y) (Article 30.3.1)
<b>Eligibility</b>	must have 7 years experience with the Board and must be unlikely to be declared surplus	must be unlikely to be declared surplus
<b>Application and start date of plan</b>	must apply by <b>March 31</b> and begin the leave plan at the beginning of the next school year (Sem. I)	must apply by <b>March 31</b> and begin the leave plan at the beginning of the next school year (Sem. I)
<b>Leave times</b>	leave must occur in the last semester (Sem. II) of the leave plan	Leave must occur in the last year (including the last semester) of the leave plan
<b>Payment schedule</b>	salary hold-back is negotiated with the Board	<ul style="list-style-type: none"> <li>‘x’ years of salary is spread over a ‘y’ year period (‘x’ is less than ‘y’)</li> <li>By law ‘y’ years cannot be less than 3 years or greater than 7 years</li> <li>Teacher is paid a fraction x/y of gross salary with the remaining portion of the salary held back by the Board</li> </ul>
<b>Teachers’ Pension Plan</b>	for the period of the leave, Teacher arranges to purchase credit in the TPP – the Board reimburses the Teachers’ contribution	TPP contributions are made as usual, through deduction from pay cheque, including the period of leave
<b>Benefits</b>	<ul style="list-style-type: none"> <li>Board pays benefits</li> <li>while on leave, Teacher has the option to pay for LTD and other employee paid benefits as applicable</li> </ul>	<ul style="list-style-type: none"> <li>Board pays benefits</li> <li>While on leave, Teacher has the option to pay for LTD and other employee paid benefits as applicable.</li> </ul>
<b>Salary</b>	Teacher receives \$200 for the semester off	no bonus