



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
TITLE: LEAVES
CODE: 4052 Professional Leaves – Secondment

Reference Matrix	
Education Act (1995)	
Other Relevant Acts	
Holy Family Related Procedures	Holy Family RCSSD No. 140 Board of Education Policy Manual
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

Background:

The Board of Education supports professional growth for teaching and non-teaching Division support staff, and may provide Professional leaves for this purpose.

Professional leaves are an important part of the education process and the Division is committed to providing its staff with meaningful, relevant, ongoing opportunities for professional growth.

Procedures:

1. Secondment

1.1. Leave of absence, without loss of pay, may be granted when a teacher is requested by the Ministry of Education and with the approval of the Director of Education or designate, to make presentations with respect to Ministry initiatives.

1.1.1. The cost of the substitute teacher for the Short Term Secondment Leave must be borne by the seconding agency.

1.2. Leave of absence, without loss of pay, may be granted for a longer term when a teacher is requested by the Ministry of Education or the Catholic Church and

with the approval of the Director of Education or designate, to accept a short-term position for a specific task.

- 1.2.1. Teachers seconded by the Ministry of Education will remain under contract with Holy Family RCSSD No. 140 during the period of their secondment.
 - 1.2.2. Teachers seconded by the Catholic Church will remain under contract with Holy Family RCSSD No. 140 during the period of their secondment. Salary for the seconded teacher in 1.2.2 will be borne by the seconding agency.
 - 1.2.3. The teacher will not be guaranteed the same teaching position upon return.
 - 1.2.4. Such leave shall be to a maximum of two (2) years.
2. Expenses paid to employees granted a professional leave will be in accordance with the relevant contract or agreement.