

## Administrative Procedure 426

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Last Revised: April 2011

# SECONDMENT LEAVES

## Background

Secondment leaves provide an opportunity for teachers to gain personal and professional growth and enrichment.

## Procedures

1. Secondment leaves may be provided for teachers to participate in educational research, enrichment and leadership training, and teaching in other institutions.
2. Secondment leaves shall normally not exceed one year but may be extended to a maximum of three years with approval from the Superintendent or designate.
3. Secondment leaves shall normally be taken between September 1 and August 31.
4. Applicants, wishing a secondment leave, must apply to the Superintendent a minimum of 60 teaching days prior to the effective date of the secondment.
5. The application for secondment leave should include a statement of support and/or recommendation from the Principal of the school to which the teacher has been assigned. The application must provide detailed information regarding the plans for the leave.
6. To be eligible for secondment leave, the teacher must have been employed by the Board for a minimum of five years.
7. The Superintendent will review the application and make a decision based on:
  - 7.1 Individual need.
  - 7.2 Benefit of the leave to the division.
  - 7.3 Effect of granting the leave on the instructional program.
  - 7.4 Length of service with the division.
8. Secondment leaves that have been approved shall normally be at no financial cost to the Board.
9. A teacher that has been granted a secondment leave will be required to enter into a written agreement outlining the conditions of the leave. The agreement will be authorized and signed by the Superintendent or designate.