

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 431
SECTION:	RELATIONS		
PROCEDURE:	TEACHERS ON LOAN/SECONDMENT		

BACKGROUND

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

In response to requests from agencies and organizations such as Saskatchewan Learning, Canadian University Service Overseas (CUSO), and others, the Division, in recognizing its responsibilities to provide leadership in education, is prepared to enter into arrangements whereby its staff will be on loan to such agencies or organizations.

The Division shall normally be reimbursed for the staff members while on loan.

PROCEDURES

1. Secondment leaves may be provided for teachers and administrators to participate in educational research, enrichment and leadership training, and related employment in other institutions.
2. The Director may grant leave to teachers for a period of up to three (3) years to accept a professional assignment under agreement with a governmental agency such as the Canadian University Service Overseas (CUSO), the Canadian International Development Agency (C.I.D.A.) or Saskatchewan Learning.
3. Applicants wishing a secondment leave must apply to the Director a minimum of sixty (60) teaching days prior to the effective date of the secondment.
4. A teacher's application for secondment leave is to 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.
5. To be eligible for secondment leave, the teacher/administrator must have been employed by the Division for a minimum of five (5) years.
6. The Director will review the application and make a decision based on:
 - 6.1 Individual need;
 - 6.2 Benefit of the leave to the Division;

- 6.3 Effect of granting the leave on the instructional program; and
 - 6.4 Length of service with the Division. Approved secondment leaves shall normally be at no financial cost to the Division.
7. A teacher/administrator 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 Director.

Reference: Sections 87, 108, 109, Education Act

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