



## 402.14AP Professional Improvement Leave

**EFFECTIVE:** 2013.06.19

**AMENDED**

**REVIEWED:**

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### **CROSS REFERENCE:**

- [403.1AP Long Service Recognition](#)
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### **PROCEDURES:**

1. There shall a demonstrated benefit to students.
2. Employees will have been employed by the division for a minimum of five (5) years, which is the first level of long service recognition as per BTPS procedure 403.1AP Long Service Recognition.
3. The professional improvement leave must be tied to the employee's professional growth plan.
4. All applications must include a letter of support from the principal. In the case of principal application, the assistant superintendent of Human Resources will provide a letter of support.
5. Professional improvement leave shall be for the full BTPS school year.
6. Approved applicants are ineligible for the BTPS University Studies Financial Assistance program.
7. Approved applicants must provide service to BTPS for a minimum of two full years after the professional improvement leave has occurred.
8. Compensation will be equal to 60% of the Category 4 minimum and be paid out in equal installments on a monthly basis, consistent with the collective agreement.
9. A maximum of one professional improvement leave will be approved per school year.
10. If there are multiple applicants, a committee composed of two teacher representatives (appointed by the Local executive council), two Board members and the Superintendent, shall recommend, not later than April 1, the person, if any, to be granted professional improvement leave.
11. The Board shall have the final decision for approval regarding professional improvement leave applications.
12. All applications must be received by the Superintendent by February 1st preceding the school year for which the professional improvement leave is being requested.
13. Should the teacher fail to return to teaching duties, or resigns before completing the commitment, the teacher shall repay the amount provided under this procedure.