

**DEPARTMENT OF HUMAN RESOURCES
MEMORANDUM**

PLEASE POST

TO: ALL REGULAR EMPLOYEES
FROM: John Brennan, Director of Human Resources
DATE: February 01, 2018
RE: PROCEDURE FOR ADMISSION TO THE DEFERRED SALARY
SABBATICAL PLAN 2018-2019 -- OPENINGS AVAILABLE --

Following please find a review of the Lester B. Pearson registration procedures as well as an overview of the rules issued by the two governments on the issue of deferred salary sabbaticals.

I. REGISTRATION PERIOD

A registration period for all employees will be held **from February 01 to March 16, 2018.**

PLEASE NOTE THAT IF YOU ARE INTERESTED IN JOINING THE PLAN, YOU MUST MAKE YOUR REQUEST IN WRITING. SEND YOUR REQUEST TO THE HUMAN RESOURCES DEPARTMENT, ATTENTION: DIANE KRAJCAR NO LATER THAN 4:00 P.M. ON MARCH 16th, 2018. REQUESTS RECEIVED AFTER THAT DATE WILL BE CONSIDERED ONLY FOR THE SCHOOL YEAR 2019-2020.

Please note that your request should include the length of the plan you are applying for, the amount of time off and the year you would like to be on sabbatical.

Every attempt will be made to grant leaves in the year desired providing the pedagogical program in the school will not suffer unduly.

All requests from all employees will be assessed on a case by case basis. Acknowledgement of your request will be via the school board's e-mail.

For Administrators, the final approval will be made by the Directorate.

N.B. SEE ATTACHED FOR CLARIFICATION OF RULES