



## **1.0 POLICY**

- 1.1 The Board believes that eligible employees should be given the opportunity to finance a one year leave of absence without compensation, by deferring portions of their salary to finance that year of leave.
- 1.2 The Board also believes that the operation of such a plan should be at no cost to the Board.

## **2.0 GUIDELINES**

- 2.1 In selecting participants, the Board shall consider the following criteria:
  - 2.1.1 Years of service with the Division;
  - 2.1.2 Total years in the education field;
  - 2.1.3 Priority for those applicants who have not previously been granted a deferred salary leave, professional improvement leave, or other long-term leave of absence excluding maternity leave.
  - 2.1.4 Consideration of the number of previously granted deferred salary leaves in a facility so that an excessive number of employees are not on leave from any individual facility at the same time;
  - 2.1.5 The ability of the Board to fill the position which will be left vacant.

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References: *Admin Practice(s): HRM 54/FM 18 – Deferred Salary Leave Plan*  
*School Act:*