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Nunavunmi Ilihaiyiit Ilinniaqpaalirnirmut Katimayiit
Comité de perfectionnement professionnel du Nunavut
Nunavut Professional Improvement Committee

Professional Improvement Resource Book

Section 5 – Policy EDL-1 Education Leave Program

Policy EDL 1: NTA Education Leave

EDL 1.1 Criteria and Guidelines

EDL 1.1.1 Eligibility Criteria:

In order to be considered for Education Leave, applicants **must: at the time of application:**

- (a) Be NTA members in good standing;
- (b) Be an active full-time NTA member within Nunavut for a minimum of 4 complete academic years (40 months of teaching). (i.e. you will be teaching in at least your 5th year in Nunavut);
- (c) Have an indeterminate teaching contracts at the time of the application; and
- (d) If you have received any type of Education Leave (i.e. LWA and/or LWOA) in the past, you may apply again in the 5th year of full-time teaching after returning from that Ed Leave.

EDL 1.2 Entitlements:

There are two types of Education Leave awarded:

LWA Leave With Allowances:

- Salary (**65% of Level 4 – step11**)
- Removal costs (to the maximum outlined)
- Tuition costs

LWOA Leave Without Allowances

- Removal costs (to the maximum outlined)
- Tuition costs

EDL 1.3 Application Procedures:

The candidate must submit:

- A fully completed and signed application form
- A copy of his/her current PD Log (and past PD Logs, if available)
- Identify if a translator will be required for the telephone interview.
- Two (2) written reference forms.
 - Note: Each candidate's immediate supervisor will be contacted by the PI Coordinator to set up a short interview (all interviews will be conducted by the four members of the Education Leave Committee). Consequently, the immediate supervisor should not be used for a reference.
 - Applicant will identify who will be the telephone interview – immediate supervisor or SOS or Executive Director of RSO; the telephone interviewee cannot be a written reference
- Deadline for applications: **February 5th, 12:00 midnight EST**

The candidate must also **be prepared and available for a personal interview by the ELC (Education Leave Committee)** at a prearranged time.

EDL 1.4 Selection Process for Education Leave Applications:

1. All applications are reviewed by the PI Coordinator and PI Fund Administrator to ensure that they are complete and that the applicants meet the eligibility requirements
 - i. Ineligible applications are removed at this point and the applicant's are notified.
 - ii. Eligible but Incomplete applications are notified of what they are missing and a deadline by which to comply.
2. All eligible applications are copied and prepared for the Education Leave Committee (ELC) members.
3. Prior to the *selection meeting*, the PI Coordinator and ELC members discuss and clarify the rules/criteria of selection as outlined by the NPIC.
4. Prior to the *selection meeting*, the PI Coordinator establishes a timetable for the telephone interviews to be held by the ELC.
5. At the *selection meeting*, the ELC reviews the procedures, rules and guidelines for the selection process prior to receiving the applications.
6. Regardless of the number of applications, the ELC will review all complete submissions.
7. At the *selection meeting*, the ELC members participate in telephone interviews **with applicants and supervisors** and proceed to analyze and evaluate each application individually.
8. At the *selection meeting*, the ELC members then discuss their individual evaluations on a candidate by candidate basis. These evaluations are then entered into a tabulation database.
9. Once all candidates have been rated, the ELC members are shown the rankings of the results, without any candidate's names shown. Final awarding of leaves is then done based on the decision-making process outlined below. (EDL 1.5)
10. The ELC establishes how many leaves and what types are to be offered and also establishes a list of alternates should a leave be denied.
11. The PI Coordinator reports the results of the ELC's decision's to the NPIC and also communicates the final decisions of the ELC to all candidates.

The decisions with regards to the granting of Education Leaves is done by the ELC in the most equitable manner possible based on the individual merits of the applications and the selection guidelines outlined by the NPIC.

EDL 1.5 Education Leave - Decision-Making Process

- a) All applications are ranked according to the criteria outlined within EDL 1.7.
- b) Initial education leave recipients are identified as per Article 16.05 (1) (b). Costs are calculated and surplus funds, if any, are evaluated.
- c) Costs are calculated and surplus funds, if any, are evaluated.
- d) If sufficient funds exist, the committee will then decide the breakdown of possible remaining leaves (additional leaves with allowances, leaves without allowances or a combination of both).
- e) If sufficient funds remain, the committee will offer additional leave(s) with allowances. The candidate(s) will be chosen according to the original ranking.
- f) The names of two alternate recipients for leave with allowances will be identified according to the original ranking (in case any recipients of leave with allowances decline). These candidates will be named in order.
- g) At this point all candidates who have answered NO to question #10 on the application form will be removed from the selection process.
- h) If sufficient funds remain, the committee will offer additional leave(s) without allowances. The candidate(s) will be chosen according to the original ranking.
- i) The names of three alternate recipients for leave without allowances will be identified according to the original ranking (in case any recipients of leave without allowances decline). These candidates will be named in order.
- j) Notwithstanding 1.5.7 above, a candidate named as an alternate for leave with allowances may also be offered leave without allowances (given that the candidate answered YES to question #10 on the application forms).

EDL 1.6 PI Substantiation and Education Leave Recipients

Because of Policy 14.3 (p 2-18), if any recipient of Education Leave is owing money to the PI Fund after **April 16th**, their Education Leave will be forfeited and given to the next available recipient as established by the ELC.

EDL 1.7 Evaluation Criteria for Education Leave Applications:

The Education Leave Committee (ELC) will use the following criteria/point system in determining leaves:

Criteria		Points
1	Years of teaching <u>in Nunavut</u> (1.5 points per year - max of 10 years)	15
2	a) Seeking a Bachelor of Education degree	15
	b) Seeking a Master’s Degree in an education related field <u>or</u>	10
	c) Seeking a Diploma or Certificate in an education related field	5
3	Support for School Programs	10
4	Leadership in the Profession	10
5	Community Involvement	10
6	Future Contributions upon return from education leave	10
7	Effective Team Member	5
8	Dedication to lifelong learning (review of PD Log)	5
9	Interview with Immediate Supervisor	10
10	Written Reference # 1	5
11	Written Reference # 2	5
12	Personal Interview	10
Total Possible Points		110

EDL 1.8 Reference Forms:

You will require two (2) written reference forms from two people.

Only 2 reference forms will be examined by the committee.

It is suggested that your reference forms come from among the following persons:

- Superintendent of Schools,
- Campus Director,
- Professional colleagues,
- Principal / Asst. Principal
- DEA chair or member,
- Executive Director,
- Past course instructor or professor.

Note: Do not use your immediate supervisor as a written reference as they will be interviewed by telephone.

EDL 1.9 Obligations:

- 1.9.1 *If you are granted Education Leave with allowances (LWA) for one year, you will be obligated to return to employment as an NTA member for two (2) years directly upon the end of your approved program.
- 1.9.2 Members granted Education leave without allowances (LWO) for one year will be obligated to return to employment as an NTA member for one (1) year directly upon the end of your approved program.
- 1.9.3 You will be required to sign an agreement obligating you to return to the service of the employer, as an NTA member, for the time periods mentioned above.
- 1.9.4 The teacher shall submit for approval by NPIC a full and complete description of any and all courses in which the teacher proposes to register before any portion of the cost to the teacher to attend the program is paid. The Fund shall not pay any amount incurred or to be incurred by the teacher if the amount is not, in the opinion of the NPIC, a cost to the teacher to attend the program;
- 1.9.5 Upon completion of each term of the program, the teacher shall provide a certified copy of a transcript or such other report from the educational institution the teacher is attending as may be required by NPIC. The transcript or report shall set out all marks or other results obtained by the teacher in the courses forming part of the program; and,
- 1.9.6 The teacher shall make progress in the program that, in the opinion of NPIC, is satisfactory.
- 1.9.7 Failure to fulfill any/all of the obligations listed above (Ex. complete the required service upon return) shall result in repayment of monies received by you with respect to the leave.

Applications sent by fax before the deadline will be accepted but please also mail the original (to be used as a clear copy for reproduction).

The NPIC PI Fund Administrator and/or PI Coordinator will make every effort to contact applicants upon receiving applications and reference forms. Reference forms may be sent by the applicant or by your chosen reference persons.

EDL 1.10 Maximum Removal for Education Leave

The chart below defines the maximum removal amount that can be accessed by a member on Education Leave. This amount can be used to cover the cost of return transportation to the desired location of Education Leave for the member and each of his/her dependents (**one return trip per person**). It can also be used to cover the cost of freight and storage of household and personal effects.

The term ‘dependent’ is applied as defined in Article 2 of the Collective Agreement.

Community	Maximum Entitlement
Arctic Bay	\$13 812
Arviat	\$8 586
Baker Lake	\$11 808
Cambridge Bay	\$8 370
Cape Dorset	\$12 882
Chesterfield Inlet	\$9 990
Clyde River	\$15 096
Coral Harbour	\$13 314
Gjoa Haven	\$13 368
Grise Fiord	\$17 730
Hall Beach	\$13 722
Igloolik	\$13 722
Iqaluit	\$10 284
Kimmirut	\$11 220
Kugaaruk	\$14 892
Kugluktuk	\$8 274
Pangnirtung	\$12 294
Pond Inlet	\$16 776
Qikiqtarjuaq	\$13 404
Rankin Inlet	\$8 634
Repulse Bay	\$13 314
Resolute Bay	\$13 896
Sanikiluaq	\$8 298
Taloyoak	\$14 256
Whale Cove	\$9 906

EDL 1.11 Application Requirements

Incomplete applications will NOT be considered by the ELC. The application form, copy of PD Log and reference forms can be sent in separately.

It is ultimately the applicant's responsibility to contact the NTA PI Coordinator to ensure his/her application file is complete prior to the February 5th deadline.

All applications and reference forms must be received on or before February 5th (12:00 midnight EST) to:

PI Development Offr
P.O. Box 2458
Iqaluit, NU X0A 0H0
Phone (867) 979-0750 ext 5
Fax (867) 979-0780

Education Leave Application Process:

- 1) Start your application process early (at least 1 month in advance), gather all necessary information to put together a strong application.
- 2) Contact your reference persons early
 - a) You need two written references, from within the educational community, give them enough time to do a good job.
 - b) Identify the immediate supervisor who will conduct a telephone interview about you; meet with them to discuss your application.
 - c) Inform your reference persons of the deadline
- 3) Add recent updates to your current PD Log and submit it with your application.
- 4) Fill out the application form fully, provide detailed answers.
- 5) Phone the NTA PI Fund Administrator and/or PI Coordinator to ensure that your application has been received and is complete PRIOR to **February 5th**.

If you have any questions about the Education Leave process you may contact:

PI Development Offr
Phone (867) 979-0750 ext 5
Fax (867) 979-0780
pmcdermott@teachers.ntanu.ca

Section 5 – Education Leave Program

2. Have you been an NTA member continuously for the past four (4) years? Yes
 No
3. Are you on an indeterminate contract? Yes
 No
4. Have you had a Nunavut Teaching Certificate for the past four (4) years? Yes
 No
5. Are you proficient at level II in one or more of the aboriginal languages ? Yes
 No
6. How many years in total have you been an NTA member? _____
7. How many years in total have you served Nunavut schools in capacities, other than teaching, such as: Special Needs Assistant, Classroom Support Assistant or School Community Counselor? _____
8. List all of your education service in Nunavut below, starting with the most recent. (Year(s) should be written as 1987-92 or 1998, not as 6 years or 1 year.)

Name of School/Office	Location	Position	Year(s)

10. Duration of Requested Leave

From: _____ To: _____

Institution Name _____

Location _____

What program do you plan to take? _____

What are the anticipated tuition costs? _____

11. What level of financial assistance do you expect during the period that you are on education leave?

Leave With Allowances – **LWA**
(Salary of 65% Level 4 Step 11 + Removal + Tuition)

Leave Without Allowances- **LWOA**
(Removal + Tuition)

12. If you have applied for leave with allowances, indicate whether or not you would consider leave without allowances.

Yes No

Please see guidelines for important information on question #10.

13. How do you support school programs and the general functioning of your school (or School Operations) **above and beyond** your regular duties?

14. Please explain **in detail**, how have you shown Educational Leadership in your current position or recent positions? (This could include planning or coordinating workshops or in-services, involvement with the NTA, leading staff activities or school projects.)

- 15.** Please explain **in detail**:
During the past four years, how have you been involved:
- a. in your community?
 - b. in your region?
 - c. in your territory?

- 16.** How will the program you plan to take support your professional goals and aspirations upon your return?

17. Define teamwork. How have you demonstrated this in your current or recent positions?

- 18.** Have you accepted **NPIC Education Leave** from NTA (this funding program) in the past?

No Yes

If yes, please describe the type of leave and when it was taken.

- 19.** Please list any other sources of financial assistance that you intend to seek support from during this Education Leave. Include the organization's name and specify the amount. (Examples: Nunavut Implementation and Training Commission, bursaries, Student Financial Assistance etc...)

20. Approximation of Removal Expenses

The attached chart outlines the maximum removal entitlement for those granted education leave, with or without allowances. Using this as a guideline and using the applicable costs in your community for airfare, freight and storage fees, please estimate the cost of your removal to the desired Education Leave location.

Return Airfare for applicant _____

Return Airfare for dependents _____

Freight costs _____

Storage costs, if any _____

Estimation of Total Removal

21. Please list the dependents who would accompany you if your education leave involves travel to another location. (The term 'dependent' is applied as defined in Article 2 of the Collective Agreement.)

Name of Dependant	Age	Relationship to Applicant

22. Is there anything else that you would like the committee to consider in your application for Education Leave?

23. Will you require a translator during your telephone interview?
If yes, in which language?

Applicant's Signature: _____

Date: _____

Written References Information:

Complete the information below regarding your reference persons.

Name	Community	Phone #	Fax #

Telephone Interview:

Complete the information below regarding your reference who will be telephoned for a short interview; this must be an immediate supervisor: i.e. Principal, Co-Principal, Assistant Principal , Superintendent of Schools, Executive Director..

Name	Community	Phone #	Fax #
Professional relationship to you			

Applicant Contact Information:

Complete your contact information below, as fully as possible.

Applicant's Name:			
Home Address:			
Home Phone #:		Home Fax #:	
Work Phone #:		Work Fax #:	
E-mail Address:			

Please sign and date this application and fax to the NPIC PI Coordinator before midnight, **February 5th**.

Please ensure that originals of

- this fully completed application,
- your two references and
- a copy of your PD Log(s)

are forwarded to the PI Coordinator, before midnight, February 5th, 2010, (12:00 midnight).

Policy EDL 2: Short-Term NPIC Education Leave

EDL 2.1 Criteria and Guidelines

The NPIC has structured this program as a pilot project to assist NTA members towards completing their B.Ed. degrees **within Nunavut**; in all cases the NPIC reserves the right to determine the appropriate amounts of support. The following guidelines may change without notice.

EDL 2.1.2 Eligibility Criteria:

In order to be considered for NPIC Short Term Education Leave, applicants **must: at the time of application**

- a. Be NTA members in good standing
- b. Have successfully completed your probationary period within Nunavut.
- c. Have been an NTA member for a minimum of 4 years.
- d. Have indeterminate teaching contracts at the time of the application
- e. Have 4 or less courses necessary to complete their B.Ed degree.
- f. Sponsorship is available only for courses leading towards the completion of their B.Ed degree.
- g. Have approved leave from their RSO, subject to operational requirements.
- h. Provide documentation showing proof that the course applied for will lead towards meeting the degree requirement.
- i. NPIC may waive one or all of the above eligibility criteria on a case by case basis (NEW)

EDL 2.3 Entitlements:

- a. Return trip airfare transportation from home community to a Nunavut campus, **for NTA member only.**
- b. Salary
- c. Tuition
- d. Accommodation (at an NPIC acceptable rate), if not taking course in home community to a maximum of 28 days, **for NTA member only.**
- e. 48 h rule applies to accommodation and transportation
- f. Per diem allowance (meals and incidentals) **are NOT** eligible expenses!

EDL 2.4 Application Procedures:

The candidate must consider / include in their application process:

- A fully completed and signed application should be submitted (whenever possible), at least **60 days prior** to course start date.
- One written reference form.
- Transcript from the college and a letter of acceptance to the program / courses that they intend to enroll clearly identifying the time line and location of the course.
- Note: Approved leave documentation from the RSO must be received prior to course commencement !

Questions, concerns and assistance with the application process can be received from:

PI Development Officer
phone - 867-979-0750
fax - 867-979-0780
email - pid@ntanu.ca

EDL 2.5 Approval Process:

The Education Leave Committee (ELC) will make determination on applications based on direction given to them by the NPIC. Applications will **be processed on a “first come-first served basis”** and there is a limit to the number of applications that will be approved each year based on a limited budget.

Applications will be reviewed on a “first come-first served” basis; consequently there may be several selection meetings.

2.5.1 All applications are reviewed by the PI Coordinator and PI Fund Administrator to ensure that they are complete and that the applicants meet the eligibility requirements :

- i. Ineligible applications are removed at this point and the applicant’s are notified.
- ii. Eligible but Incomplete applications are notified of what they are missing and a deadline by which to comply.

2.5.2 All eligible applications are copied and prepared for the Education Leave Committee (ELC) members.

2.5.3 Prior to the *selection meeting(s)* :

- a. the NPIC establishes how many leaves and what types are to be offered and also establishes the procedure to establish a list of alternates should a leave be denied.
- b. the PI Coordinator and ELC members discuss and clarify the rules/criteria of selection as outlined by the NPIC.

2.5.4 At the *selection meeting(s)*:

- a. the ELC reviews the procedures, rules and guidelines for the selection process prior to receiving the applications.

2.5.5 At the *selection meeting(s)*, the ELC members then discuss their individual evaluations on a candidate by candidate basis. A decision is then made whether to grant the leave or not.

2.5.6 The PI Coordinator reports the results of the ELC’s decision’s to the NPIC and also communicates the final decisions of the ELC to all candidates.

The decisions with regards to the granting of Short-Term Education Leaves is done by the ELC in the most equitable manner possible based on the individual merits of the applications and the selection guidelines outlined by the NPIC.

EDL 2.6 Short-Term Education Leave - Decision-Making Process

- 2.6.1 All applications are decided upon according to the criteria outlined within EDL 2.7.
- 2.6.2 Costs are calculated and surplus funds, if any, are evaluated.
- 2.6.3 If sufficient funds exist, the committee will then decide upon the number of possible remaining leaves for that academic year.
- 2.6.4 If sufficient funds remain, the committee will offer additional opportunities for applications to this program.

EDL 2.7 Obligations

- 2.7.1 If you are granted Short -Term Education Leave, you will be obligated to return to (continue) employment as an NTA member for one full year following the current academic year; (i.e. the year that the Short -Term Education Leave was taken)
- 2.7.2 You will be required to sign an agreement obligating you to return to the service of the employer, as an NTA member, for the time periods mentioned above.
- 2.7.3 The teacher shall submit for approval by NPIC a full and complete description of any and all courses in which the teacher proposes to register before any portion of the cost to the teacher to attend the program is paid. The Fund shall not pay any amount incurred or to be incurred by the teacher if the amount is not, in the opinion of the NPIC, a cost to the teacher to attend the program;
- 2.7.4 Upon completion of the course, the teacher shall provide a certified copy of a transcript or such other report from the educational institution the teacher is attending as may be required by NPIC. The transcript or report shall set out all marks or other results obtained by the teacher in the courses attended; and,
- 2.7.5 The teacher shall make progress in the course(s) that, in the opinion of NPIC, **is satisfactory**.
- 2.7.6 Failure to fulfill any/all of the obligations listed above (Ex. complete the required service upon return, not complete the course) shall result in repayment of monies received by you with respect to the Short-term Education Leave.

To be Completed By Applicant

(Please fully complete this application.)

1. Full Name: _____
- School / Office: _____
- School Ph #: _____ School Fax#: _____
- Personal Ph #: _____
- Personal Email Address: _____
- Community: _____
- Position #: _____
- Language(s) Spoken: _____
- Language(s) Written: _____
- Immediate Supervisor: _____
- Supervisor's Contact Info: _____

2. Have you been an NTA member continuously for the past four (4) years? Yes
 No
3. a. Are you a NTA member in good standing? Yes
 No
- b. Have you successfully completed your probationary teaching period within Nunavut? Yes
 No
- c. Have you been an NTA member for a minimum of four (4) years? Yes
 No
- d. Do you have an indeterminate teaching contract at the time of this application? Yes

No

- e. Do you have four (4) or less courses necessary to complete your B.Ed degree? **Yes**
 No
- f. Do you expect to have approved leave from your RSO to attend this course? **Yes**
 No

4 How many years have you been an NTA member (total)? _____

5 How many years in total have you served Nunavut schools in capacities, other than teaching, such as: Special Needs Assistant, Classroom Support Assistant or School Community Counselor? _____

6. List all of your education service in Nunavut below, starting with the most recent. (Year(s) should be written as 1987-92 or 1998, not as 6 years or 1 year.)

Name of School/Office	Location	Position	Year(s)

- 7. Provide your academic background using the chart below.**
 (Examples: NTEP studies, Aboriginal Language Certificate, Bachelor of Education, Northern Native Studies Certificate, other Undergraduate Degrees, Graduate Degrees, other specialist qualifications etc.).

Please list beginning with the most recent:

Name of Training Institution, College or University	Date or year(s)	Certificate, Diploma or Degree Received

- 8. Please indicate what courses / requirements you have remaining in order to complete your program**

9. Duration of requested leave:

From: _____ To: _____

Institution Name: _____

Location: _____

Name of Course: _____

**10. Why are you applying for this program?
What are you hoping to gain from this opportunity ?**

- 11.** How do you feel this opportunity will help you to contribute to your school, community and the Nunavut educational community.

12. Approximation of Expenses

Using the applicable costs in your community for airfare, please estimate the cost of your removal to the desired Education Leave location.

Return Airfare: _____
 Accommodation: _____
 Tuition _____

Total anticipated expenses: _____

Written References Information:

Complete the information below regarding your reference person.

Name	Community	Phone #	Fax #

Applicant Contact Information:

Complete your contact information below, as fully as possible.

Applicant's Name:			
Home Address:			
Home Phone #:		Home Fax #:	
Work Phone #:		Work Fax #:	
E-mail Address:			

Please sign and date this application and fax to the NPIC PI Coordinator

 Signature

 Date



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 Comité de perfectionnement professionnel du Nunavut
 Nunavut Professional Improvement Committee

Reference Form for NPIC Short-Term Education Leave

Name of Candidate applying for Education Leave:	
Reference Person's Name:	
Reference Person's Position:	
Phone Number:	Fax Number:
Relationship to Candidate:	How long have you known the Candidate?

Please rate the candidate regarding the following criteria by circling the appropriate number in each row.

1 being low and 5 being high

Effective Team Player	1.....2.....3.....4.....5
Support for School Programs	1.....2.....3.....4.....5
Future Contributions upon return from education leave	1.....2.....3.....4.....5
Organizational skills / Demonstrated ability to complete tasks	1.....2.....3.....4.....5

