



AP 404 – STAFF DEVELOPMENT: SENIOR ADMINISTRATION

BACKGROUND

Saskatoon Public Schools is committed to a systematic and comprehensive professional development program for its senior administrative staff to keep such staff informed of major developments in education by visiting other school divisions and by attendance at important conventions related to their spheres of responsibility. The Division shall provide in its annual budget professional development funds to be used for this purpose.

The Division will also consider leave of absence for such personnel to pursue programs of concentrated study in accordance with these administrative procedures.

DEFINITIONS

For the purpose of this policy, senior administrators shall be defined to include the following:

- Deputy Director of Education
- Chief Financial Officer
- Superintendents of Education
- General Managers

PROCEDURES

1. Short-Term Leaves

- 1.1. Short-term leaves are leaves granted with the permission of the immediate supervisor. Such leaves may extend for not more than 2 weeks. Conditions relating to salary or financial assistance shall be determined by the immediate supervisor at the time the leave is granted.
- 1.2. Members of the senior administrative staff will, in the case of short-term leave, make requests to the immediate supervisor for leave. Such requests should include details of the leave such as purpose, length of leave and financial implications.

2. Long-Term Leaves

- 2.1. Long-term leaves are leaves granted by the Board, upon the recommendation of the Director, for a period beyond 2 weeks and up to 12 months. Extensions beyond 12 months may be considered by the Board when recommended by the Director.
- 2.2. In granting permission for long-term leave, the Board shall be guided by the following:
 - 2.2.1. Leave may be granted to not more than one administrative official during any one period of time.
 - 2.2.2. The allowance in lieu of salary, if any, to be paid to the employee during the period of leave shall be computed on the same basis as provided for a teacher on professional development leave.
 - 2.2.3. The study program to be pursued by the employee shall be approved by the Director.
 - 2.2.4. Normally, a condition of accepting leave for a year with salary or with an allowance in lieu of salary will be that the employee shall return to employment with the Division for 2 years and in default thereof shall refund to the Division on a pro-rata basis, a



proportion of the leave allowance according to the undischarged service obligation with the Division.

- 2.3. Members of the senior administrative staff shall, in the case of long-term leaves, make the request in writing to the Director. Such requests must include details related to length of leave, purpose, financial assistance, and other details necessary for the Director to formulate a decision regarding recommendation to the Board.

Reference: Section 87(n), 231(2)(g), 233, Education Act
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