



AP 404 – PROFESSIONAL LEARNING: 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 areas of responsibility. The school division will allocate professional development funds in its annual budget for this purpose.

The Division will also consider leaves of absence for senior administrators to pursue programs of study in accordance with these administrative procedures.

DEFINITIONS

For this procedure, senior administrators shall be defined to include the following:

- Deputy Director(s) of Education
- Chief Financial Officer
- Chief Technology Officer
- Superintendent of Facilities
- Superintendents of Education
- General Managers and Supervisors

PROCEDURES

1. Short-Term Educational Leaves

1.1 Short-term educational leaves may be granted with the permission of the immediate supervisor and the approval of the director of education. These leaves will typically not exceed two weeks. Decisions regarding salary or any financial assistance will be made by the director of education based on a recommendation from the employee's immediate supervisor.

2. Long-Term Educational Leaves

2.1 Long-term leaves are granted by the board, upon the recommendation of the director, for periods longer than two weeks and up to 12 months. Extensions beyond 12 months may be considered by the board on the recommendation of the director.

2.2 In granting long term educational leave, the board will be guided by the following:

2.2.1 No more than one member of administrative council may be on a long-term educational leave at any one time.

2.2.2 Any financial considerations related to salary and/or allowances will be determined by the board on the recommendation of the director of education.

2.3 The study program to be pursued by the employee must be approved by the director of education.

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