

Educational
Leave
Procedures

*The Faculty
Association of the
College of New
Caledonia*

EDUCATIONAL LEAVE PROCEDURES

Terminology

Statement of Intention: a statement signed by faculty employees stating their intention to take educational leave at the earliest opportunity, to defer educational leave until a specific date, to defer educational leave indefinitely, or to permanently withdraw from educational leave.

Master List: a list of all full-time faculty employees (excluding sessional) in order of seniority or the date of the completion of their last educational leave (Under 13.5.3, time spent on extended leave or political leave shall not count towards the required total of two (2) years).

Eligibility List: all faculty employees who have amassed two years of seniority or two years since the completion of their last educational leave (Faculty employees who are on the eligibility list and who take extended leave or political leave shall not move up the eligibility list during the time they are on leave).

Candidate and Alternate List: eligible faculty who have indicated that they wish to take educational leave the following working year.

Deferrals: faculty employees who indicate on the Statement of Intention that they wish to defer their educational leave and those faculty members who withdraw their name from the waiting list before October 1st.

Withdrawals: faculty employees who are on the Candidate and Alternate list and who withdraw on October 1st or later.

Permanent Withdrawal: to permanently withdraw one's name from the Eligibility List.

Steps in Selecting Candidates

1. Maintain a master list of all full-time faculty employees in order of seniority or date of completion of last educational leave.
This list will be annually updated to reflect change in seniority due to leaves. Under 13.5.3, time spent on extended leave (12.17) or political leave (12.18) shall not count towards the required total of two (2) years.
2. From the Master List develop an Eligibility List of all faculty employees who have the two years seniority or two years since the date of completion of their last educational leave. FACNC Educational Leave Procedures Page 2 Revised: January 2010
Faculty employees who are on the eligibility list and who take extended leave (12.17) or political leave (12.18) shall not move up the eligibility list during the time they are on leave.
This list will be completed sometime in March.
3. In March hand out a Statement of Intention and Eligibility List to all faculty employees. Request that the Statement of Intention be returned in April.
This Statement of Intention would allow faculty members to declare their intentions:
 - take the earliest educational leave
 - defer until a specific year
 - defer indefinitely
 - withdraw permanently
4. Make a Candidate and Alternate List for the coming year (i.e. all people who will go on Educational Leave if the opportunity comes).
5. In May contact the appropriate number of eligible faculty and ask them to be prepared to submit their Educational Leave proposal by October 1st.
6. In September, ask the Candidates if they are preparing their proposals or if they wish to defer. If any deferrals, continue in order down the Eligibility List of those who indicated interest in taking an educational leave in the relevant year until there are sufficient candidates who will submit their proposals and sufficient alternate candidates who are willing to submit proposals.
7. On September 20, submit a Candidate and Alternate Candidate List to the President.
8. Failure by a Candidate, to notify the committee by October 1st that his/her intention to take an educational leave has changed, will be considered a withdrawal and will follow the rules for withdrawals.
9. Any withdrawals after proposals are submitted or October 1st will follow the rules for withdrawals.

10. Completed proposals shall be submitted to the Ed Leave Committee by October 1.
11. By November 30, submit proposals to the President.
12. By January 15, the President will accept or reject the proposals. Faculty members who have their proposals rejected will have two weeks to revise their proposals.
13. Candidates may withdraw prior to March 1. Alternate candidates will have 30 days to present a completed proposal. Educational Leave Committee will have 10 days to process a proposal from an alternate candidate and forward it to the President. The President will have 10 days to accept or reject the proposal.
14. Candidates may withdraw after March 1 only with written approval of the President.

Educational Leave Timetable

February	Ask the Faculty Association to produce an Eligibility List.
March	Send the list to all who are on it. Also distribute a Statement of Intention to all faculty who are eligible. Give them a date (about 3 weeks) to return their Statement of Intention.
April	Revise the Eligibility List to indicate when faculty wish to take Educational Leave. Make a Candidate and Alternate List of all faculty members who are eligible and have indicated that they wish to take educational leave in the coming year. Send the Candidates and Alternates the Education Leave forms and request that they submit proposals by October 1.
Late August/Early September	Remind Candidates and Alternate candidates to submit their proposals by October 1. Send a note to people returning from educational leave reminding them that they are required to submit a report to the President (13.5.17) with a copy to the Educational Leave Committee.

- September There may be some candidates or alternate candidates who wish to defer their leave. Continue down the Eligibility List.
- September 20 Forward a list of Candidates and Alternates to the President (13.5.4).
- October/
November Review proposals. Meet with the individual candidates to discuss their proposals. Suggest changes, if necessary.
- November 30 Submit proposals and recommendations to the President (13.5.6).
- By January 15 President must approve or reject individual proposals (13.5.7).

Rules for Rejection

The President may reject a proposal. Candidates who have had their proposal rejected have two weeks to revise their proposal. The President may again reject the proposal. Candidates who have had their final proposals rejected by the President have the right to grieve the rejection. If the rejection is upheld, the following rules will apply.

- Candidates who are rejected by the President for the first time will be placed on the waiting list according to seniority or the date of completion of their last educational leave.
- Candidates who are rejected for the second time by the President may be relocated on the Eligibility List by the Educational Leave Committee after the committee has considered the reasons for their being rejected a second time.
- Possible relocation: be deferred for one year, drop down on the waiting list, drop to the bottom of the waiting list.

NOTE: If, in the same year, there are faculty who have deferred to that specific year, candidates who have withdrawn for the first time, or candidates who were rejected for the first time, they will be placed on the waiting list according to seniority or the date of completion of their last educational leave.

Rules for Deferral to a Specific Year

Faculty who have deferred to a specific year will be placed on a waiting list according to seniority or the date of completion of their last educational leave.

Rules for Withdrawal

Candidates who withdraw after October 1st or who fail to let the committee know before October 1st that they have changed their intention to take an education leave for the first time will be placed back on the Eligibility List according to seniority or the date of completion of their last educational leave.

Candidates who withdraw after October 1st for the second time may be relocated on the eligibility list by the Educational Leave Committee after the committee has heard their reasons for withdrawing the second time.

Possible relocation:

- be deferred for one year
- drop down on the waiting list
- drop to the bottom of the waiting list