SECONDMENT LEAVES

Background

HPSD believes that secondment leaves provide an opportunity for Teachers and Administrators to gain personal and professional growth and enrichment.

Procedures

1. Secondments Outside of the Division

Secondment leaves may be provided for Teachers and Administrators.

- a. Applicants, wishing a secondment, must apply to the Superintendent of Schools a minimum of 60 teaching days prior to the effective date of the secondment.
- b. A teacher's application for secondment leave should include a statement of support and/or recommendation from the Principal of the school to which the teacher has been assigned. The application must provide detailed information regarding the plans for the leave.
- c. To be eligible for secondment leave, the teacher/administrator must have a continuing contract with High Prairie School Division.
- d. A teacher/administrator may be granted a secondment for 1 year. Subsequent years may be granted in exceptional circumstances.
- e. Upon return from their 1st year of secondment, the teacher/administrator will be guaranteed an assignment from the school from which they were seconded, without guarantee of return to a specific teaching assignment and subject to HPSD Administrative Procedure #417, Reduction in Teaching Staff.
- f. If a teacher/administrator is granted a secondment of more than 1 year, they will be guaranteed a position within High Prairie School Division, subject to HPSD Administrative Procedure #417, Reduction in Teaching Staff. Although a specific location and assignment cannot be guaranteed, every effort will be made to accommodate the strengths and needs of the employee.

2. Secondments Within HPSD

Secondment leaves within HPSD may be provided for Teachers and Administrators.

 A teacher's application for a secondment position should include a statement of support and/or recommendation from the Principal of the school to which the teacher has been assigned.

- b. If a teacher/administrator has a continuing contract with HPSD and is granted a secondment up to and including 3 years, they will be guaranteed an assignment at the school from which they were seconded, without guarantee of return to a specific teaching assignment and subject to HPSD Administrative Procedure #417, Reduction in Teaching Staff.
- c. If a teacher/administrator has a continuing contract with HPSD and is granted a secondment of more than 3 years, they will be guaranteed a position within High Prairie School Division, subject to HPSD Administrative Procedure #417, Reduction in Teaching Staff. Although a specific location and assignment cannot be guaranteed, every effort will be made to accommodate the strengths and needs of the employee.
- d. Teachers who hold a probationary, temporary or interim contract are not precluded from applying for a secondment.