OSSTF Limestone District 27

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To: **All Members of the Teachers' Bargaining Unit**
From: **John Vince, Chief Negotiator**
RE: **Information on Leaves/Reduction of Teaching Load for Next Year**
Date: **October 15, 2026**

November 15 deadline in the Collective Agreement to:

- apply for a leave from the Board for next semester/year;
- request a reduction in teaching load for next semester/year;

April 1 deadline in the Collective Agreement to:

- apply for a leave from the Board for next semester/year;
- apply for a funded leave (Teacher-Funded Sabbatical or Self-Funded Leave X/Y) for the following year/years;
- notify the Board of your intention to return from a leave;
- notify the Board of your intention to return to your full teaching load for the next semester/year.

The deadline to request a **Voluntary Transfer/Exchange** for the following school year is **April 10.** Application forms are available from your Branch President, the District Office or **osstf27.org**.

You will find the details of each kind of leave in the Collective Agreement of the Teachers' Bargaining Unit. Listed below are the leaves available from the Limestone District School Board.

Article	Type of Leave
27	Leave of Absence for Professional Enrichment
28	Leave of Absence for Reasons Other than Professional Enrichment
29	Leave of Absence to Reduce Teaching Load
30	Leave of Absence for Teachers to Serve with Service Organizations
31	Teachers on Loan to Department of National Defense Schools Overseas
32	Teacher Exchanges between Boards, Provinces or Countries
33	Self-Funded Leave (X/Y)
34	Teacher-Funded Sabbatical Leave with Salary Holdback

Information for all leaves:

- You must apply on a yearly or semester-to-semester basis.
- After being on leave for more than two (2) years, you no longer maintain entitlement at your former school, but become a system responsibility, with the exception of a Reduction of Teaching Load.
- Leaves, except Reduction of Teaching Loads, are normally only permitted up to a maximum of three (3) years duration, requested on a yearly basis.
- Seniority is accrued while on leave. Teaching experience (credit on the grid for pay purposes) is not usually accrued while on leave.
- For most leaves you can buy credit in the Teachers' Pension Plan. Susan Johnson, at the Board Office, normally sends out information or you may call the OTPP for information.
- **Please send a copy of any leave letter/application form to John Vince at the District Office and Sarah Rankin at the Board Office.** You may also want to provide your Principal with a copy.
- If any leave is denied, please let the District Office know right away.
- You are strongly encouraged to maintain your Long Term Disability coverage during your leave.

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Comparison of Non-funded Leaves

Leave Type	Apply to	Application Process	Special Features/conditions
Professional Enrichment (Article 27)	Director of Education (Krishna Burra)	Letter with proposed professional enrichment study program	• must have two (2) years of experience • Pay Benefits as 100% teaching
Other than Professional Enrichment (Article 28)	Superintendent of Human Resources	Letter	• may stay on Board Benefit Plan, but must reimburse OTIP for cost
Leave of Absence to Reduce Teaching Load (Article 29)	Superintendent of Human Resources (Sue McWilliams)	Letter - see Article 29.1.3	• entitlement is maintained • cannot buy credit in the Teachers' Pension Plan
Teachers to Serve with Service Organizations (Article 30)	Superintendent of Human Resources	Letter	• teaching experience (grid step) is accrued
Teachers on Loan to D.N.D. Schools (Article 31)	Director of Education	Letter by November 15 of previous year for 1st year	• must have a permanent position with Board prior to September of year of leave
Exchanges between Boards, Provinces or Countries (Article 32)	Superintendent of Human Resources	Letter, 1 month before Min. of Ed. deadline	• defined by the Ministry of Education and Training Memorandum

Comparison of Funded Leaves

For more detailed information about both types of Funded Leaves, see Articles 33 and 34 in the Collective Agreement. Please consult the District Office before applying for a Funded Leave**.**

Leave type	Self-funded Leave (X/Y) (Article 33)	Teacher-funded Sabbatical with Salary Holdback - (Article 34)
Eligibility	Must be unlikely to be declared surplus	• Must have seven (7) years of experience with the Board • Must be unlikely to be declared surplus
Application and start date of plan	Use the form and send to the Superintendent of Human Resources Must apply by April 1 and begin the leave plan (payroll deduction) at the beginning of the next school year (semester I)	Use the form and send to the Superintendent of Human Resources Must apply by April 1 and begin the leave plan at the beginning of the next school year (semester I)
Leave times	Leave must occur in the last semester (or last 2 semesters, if a year) of the leave plan	Leave must occur in the last semester - which **must be semester II**- of the leave plan
Payment schedule	• 'x' semesters of salary is spread over a 'y' semester period (x is less than y) • By law, 'y' semesters cannot be less than six (6) semesters or greater than fourteen (14) semesters • Teacher is paid a fraction x/y of gross salary with the remaining portion of the salary held back by the Board	Salary hold-back is negotiated with the Board
Teachers' Pension Plan	Teacher pays TPP contributions through pay-deductions as usual, including the pays throughout the period of the leave	Teacher arranges and pays his/her TPP contributions, then the Board reimburses the Teacher for those contributions.
Benefits	• ~~Pay Benefits as 100% teaching~~ –see **NOTE** below!! • Option for Teacher to pay for LTD and other employee-paid benefits as applicable	• Pay Benefits as 100% teaching • Option for Teacher to pay for LTD and other employee-paid benefits as applicable
Salary	No salary bonus	Teacher receives $100 for the semester leave

Please send copies of all requests to John Vince at the District Office.

NOTE – as of the 2023-2024 school year, the Board has STOPPED reimbursing benefits for X/Y Leaves