

VTF (AE) Educational Leaves Application

TO: The VTF(AE) Educational Leave Committee

Name _____ Email _____

Address _____ Phone _____

Centre(s) of employment _____

Educational Leaves granted shall meet the following terms and conditions:

The leave shall be for the purpose of study, research, curriculum and/or professional development, which shall be of benefit to the Vancouver School Board.* (see *VTF/VESTA AE Sublocal Collective Agreement*, Article 10.GG, page 55–56 for details.)

Leave may be for up to ten (10) days _____ Number of days requested
 Specify dates for leave _____

Please check ✓ below to confirm you qualify:

- Have a continuing appointment
- Have served at least one (1) year with CIE Adult Education at the time of leave
- Give an undertaking that they will remain in the service of the VSB Adult Education division for a minimum of one (1) school year following the year in which the leave is granted.
- Are not within three (3) years of the age of retirement
- Give reasons and details regarding the purpose of the leave (see above for examples*)

Please attach additional page, if needed

Note: After review by VTF(AE) Educational Leave Committee, your application must reach the Associate Superintendent or designate at least two (2) months prior to start of the leave, exclusive of summer term.