



## GUIDELINES

### **HRCE/NSTU Article 60 Professional Development Fund\***

\*Public School Administrators Association of Nova Scotia (PSAANS) employees have access to the Article 60 PD Fund, in accordance with section 20(e) of the Public School Administrators Employment Relations Act (Sched. B, Chapter 1, 2018)

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## BACKGROUND

Members of the NSTU and Public School Administrators Association of Nova Scotia (PSAANS) in the Halifax Regional Centre for Education have access to funding which is global in nature to support Conference Grants, Professional Development Grants, Educational Leaves and Teacher or School Initiated In-service Education through Article 60 of the [Teachers' Provincial Agreement](#) and section 20(e) of the Public School Administrators Employment Relations Act (Sched. B, Chapter 1, 2018) respectively.

The Committee will operate within the guidelines of the Teachers' Provincial Agreement ([TPA](#)) Article 60.

The budget will be formulated and published under the five categories described in Article 60.08. The budget year runs April 1 – March 31.

The Committee will review, modify, and publish these guidelines by December 31.

### **Source of Funding**

Commencing with the 2002/2003 fiscal year the Minister shall allocate annually to the Halifax Regional Centre for Education funds for a Professional Development Fund in the amount of \$1,600,000.00. Effective the 2004/2005 fiscal year funds indicated above will change according to the change in the Consumer Price Index [CPI Nova Scotia all items (1992 = 100)] for December 2003 over December 2002 and each year thereafter accordingly.

### **Committee Members**

The Fund shall be administered by a Professional Development Committee consisting of eight persons, four representatives of the Halifax Regional Centre for Education and four representatives of the Union.

Committee members for 2025-2026 are:

Charelle Maillet, Coordinator, Human Resource Services (Co-Chair)  
Shawn Grouse, Regional Coordinator of African Canadian Education and Services  
Stacey Toth, Supervisor, Programs and Systems Services – Elementary Achievement  
Brad McGowan, Supervisor, Program and Student Services – Secondary Achievement

Liette Doucet, Halifax City Local President (Co-Chair)  
Lindsay MacLellan, NSTU Halifax City Local  
Jodie MacIlreith, NSTU Halifax County Local  
Kara Ayers, NSTU Dartmouth Local

### **Conflict of Interest**

The Committee recognizes the potential conflict of interest that arises when an applicant to the Fund is a member of the Committee.

A member of the Article 60 Committee should not participate in the review of any matter before the Committee that may result in a real or perceived conflict of interest, including preferential treatment or

favouritism. A conflict of interest occurs when the responsibilities of a member of the Article 60 Committee could be compromised by their personal or private interests.

For clarity, where a Committee member applies for (or is part of an application for) a course, conference or in-service promotion grant, the Committee member will not be present for the duration of the discussion surrounding that application. Where a Committee member applies for an educational leave (either full year or less than one year), the Committee member will not be present for the duration of the meeting wherein applications for educational leaves (either full year or less than one year) are discussed.

If, in the event of a conflict of interest, and a Committee Member is not present and a vote is required, the Halifax Regional Centre for Education and Union agree to have equal representation for the purpose of the vote.

| <b>ARTICLE 60 ELIGIBILITY WHILE ON LEAVE</b>       |                                                                                                                                                                 |                              |                                                             |                               |                                            |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------|-------------------------------|--------------------------------------------|
| <b><u>TYPE OF LEAVE</u></b>                        | <b>October<br/>Conference Day</b>                                                                                                                               | <b>Conference<br/>Grants</b> | <b>Professional<br/>Development<br/>(Course)<br/>Grants</b> | <b>Educational<br/>Leaves</b> | <b>In-Service<br/>Promotion<br/>Grants</b> |
| Deferred salary Leave                              | N                                                                                                                                                               | Y                            | Y                                                           | N                             | N                                          |
| Sabbatical/Educational<br>Leave                    | N                                                                                                                                                               | N                            | N                                                           | N/A                           | N                                          |
| Adoption Leave<br>(Parental Allowance)             | N                                                                                                                                                               | Y                            | Y                                                           | N                             | N                                          |
| Leave during<br>Pregnancy or Parental<br>Allowance | N                                                                                                                                                               | Y                            | Y                                                           | N                             | N                                          |
| Parental Leave (35<br>supplementary weeks)         | Eligible for Course Grants only (reimbursement will be reduced by percentage of time on leave during course dates) while on unpaid supplementary Parental Leave |                              |                                                             |                               |                                            |
| Compassionate Care<br>Leave                        | Eligible for Course Grants only (reimbursement will be reduced by percentage of time on leave during course dates) while on Compassionate Care Leave            |                              |                                                             |                               |                                            |
| Leave for Injury on<br>Duty                        | Not eligible for Article 60 funding while on leave for injury on duty unless with approval from Halifax Regional Centre for Education                           |                              |                                                             |                               |                                            |
| Leave of Absence                                   | Eligible for Course Grants only (reimbursement will be reduced by percentage of time on leave during course dates) while on Leave of absence                    |                              |                                                             |                               |                                            |
| Secondments                                        | Eligible if reimbursed from External Employer                                                                                                                   |                              |                                                             |                               |                                            |

The above eligibility chart applies regardless of pre-approval having been provided by the committee for any Course, Conference or In-Service.

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| <b>DUTIES OF THE COMMITTEE</b> |
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The Committee shall:

- Select teachers to be granted educational leaves pursuant to the priorities and criteria established in Article 60.09.
- Select teachers to be granted education leaves of less than four (4) months, conference grants, professional development grants, and reimbursement of teacher or school initiated in-service education expenses.
- Establish and make available to teachers the appropriate guidelines and application forms. No changes to the approved guidelines or application forms shall be made during a fiscal year without agreement by the committee.
- Prepare a budget for the allocation of the total Fund into the various categories and make this known to the teaching staff on or before April 30th each year.
- When considered necessary, revise the allocation of funds within the budget during the school year.
- Establish the rates and/or allowances to be paid for expenses in each category and make these known to the teaching staff by April 30th each year.
- Establish meeting dates as required, including a date for Guidelines review as required.
- Supply to the Minister, the Halifax Regional Centre for Education, and the Union an annual fiscal statement of receipts and disbursements by June 30th of each year.
- Subject to the requirements of this Article, the Committee will be the sole authority for directing the distribution of the Fund.
- Approve authorized administrative expenses pursuant to Article 60.13.
- Only approve a request for conferences held outside of Canada if there are no alternatives within Canada that provide comparable professional development within a similar timeframe.

Note: Incomplete applications for approval or reimbursement will not be accepted by the Committee. It is not the responsibility of the Committee to confirm the accuracy or completeness of any application for approval or reimbursement.

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| <b>DUTIES OF THE APPLICANT</b> |
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- Applicant will be defined as a permanent, probationary term teacher or long-term substitute.
- An applicant must review these Guidelines and follow the procedures herein.
- The published application deadlines (for approval and reimbursement) are firm and non-negotiable.
- The applicant assumes responsibility to ensure that complete and correct documentation is submitted and received at HRCE Central Office on or before posted deadlines (including documentation from outside sources).
- Late applications for approval or reimbursement will not be accepted.
- Applicants are expected to check their HRCE email regularly; all correspondence (including approval letters) from the Committee will be sent via HRCE email.

## NSTU PROFESSIONAL ASSOCIATION OCTOBER CONFERENCE DAY

No advance application is required to attend an NSTU Professional Association October Conference or the annual PSAANS Conference held on October Conference Day.

Conditions:

- Permanent/Probationary/term Teachers and Long-Term Substitutes\* may apply.
- Pre-approval is not necessary.
- **ONLY** the registration fee will be reimbursed – no membership fees, travel, meals, accommodations or other expenses will be paid.
- Conference must be one of the program offerings from the NSTU 2025 Special Associations.
- **ONLY** the registration fee on October conference day itself will be reimbursed if you register for a conference that extends into a second day.
- The applicant assumes full responsibility to meet the deadline. The deadlines are firm and non-negotiable.
- Incomplete or late applications will not be considered.
- Reimbursements will be made via direct deposit.

\*Long term substitute – subs must be working at the time of the conference in the same position for the same regular teacher more than ten (10) days.

### **Procedure for NSTU/PSAANS Members seeking reimbursement for NSTU Special Associations October Conference Day AND the PSAANS Conference:**

**After** attending the conference, everyone applying for reimbursement **must** apply on the separate NSTU/PSAANS Professional Association October Conference Day Reimbursement application form posted on the HRCE Internal SharePoint. The Committee reserves the right to change this process if an alternative procedure is determined after these Guidelines are posted.

1. Log in to HRCE Internal SharePoint site and then go to the Article 60 page:
2. Select “All Article 60 PD Application Forms” and select “October Conference Grant Online Application.” You will complete this application form after you have received your receipt from NSTU, the Special Association or PSAANS. You will attach your receipt to the application form before submitting.
3. Once you have clicked the submit button you will be prompted with a dialog box that says, “Are you sure you want to submit the form?” When you click “yes” you should see a green bar on the top of the form that says, “Form submitted successfully!”

Your application with attached receipt must be submitted via the application form on SharePoint no later than Friday, November 14, 2025, at 4:00 p.m. to be reimbursed.

## CONFERENCE GRANTS

### Purpose

To allow teachers the opportunity to attend conferences and other professional development opportunities including workshops, seminars, modules, clinics, symposia, institutes, internships at recognized institutions or virtual opportunities. For clarity, when distinguishing a Conference Grant and a Course Grant, in general a Conference Grant application could require Sub Days and not result in upgrading of professional qualifications.

The content of the conference should relate to the professional growth of the teacher and the Halifax Regional Centre for Education's Program Priorities (in no particular order):

- School Counselor
- French Immersion or Core French Instruction (all levels)
- Learning Centre
- English as an Additional Language
- Skilled Trades
- P-2 Literacy
- Secondary Mathematics (7-12)
- Improving the academic outcomes for students of African and Indigenous Ancestry students
- Specific training to support working with students with exceptionalities (for example, autism support)

Upon request, the successful applicant shall be willing to lead and share their professional learning with others upon return.

Note: Any professional development that gives teachers certification or an upgrade may qualify as a course. Applicants should apply under Course Grants.

### Pre-Approval

Prior to seeking funding from the Committee a teacher **must** seek approval of the leave from the principal/supervisor as designated by the Regional Executive Director of Education. Such approval shall not be unreasonably denied. The applicant shall be notified of the principal/supervisor's decision of the request for leave within ten (10) calendar days.

Pre-approval from the Committee for funding is required.

### How to Apply for Approval to Attend a Conference

Note: You must apply **PRIOR** to the conference. The start date of the conference/workshop must be at least **10 calendar days AFTER the Committee Meeting Date** in order for the Committee to process your application. Please see the chart below for Application and Meeting Dates.

1. Log in to HRCE Internal SharePoint site and then go to the Article 60 page.
2. Select “All Article 60 PD Application Forms” and then select “NSTU Conference Grant Online Application.”

**Note:** If you do not receive a confirmation number, your application was not successfully submitted, and you will need to resubmit your application.

| <u>Application Deadline Dates</u><br>(no later than 4:00 PM)                                                                                                                                                       | <u>Committee Meeting Dates</u>                                                                                                                                                                          | <u>Please note:</u>                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 26, 2025<br>April 30, 2025<br>May 28, 2025<br>September 3, 2025<br>September 24, 2025<br>October 29, 2025<br>November 26, 2025<br>January 7, 2026<br>January 28, 2026<br>February 25, 2026<br>March 25, 2026 | April 2, 2025<br>May 7, 2025<br>June 4, 2025<br>September 10, 2025<br>October 1, 2025<br>November 5, 2025<br>December 3, 2025<br>January 14, 2026<br>February 4, 2026<br>March 4, 2026<br>April 1, 2026 | For conferences and Course Pre-Approvals, <b>the start date</b> must take place at least <b>10 calendar days AFTER the Committee Meeting Date</b> . For In-Services, <b>the start date</b> must take place <b>at least 30 calendar days AFTER the Committee Meeting Date</b> .<br><br><i>Applications for conferences ending April 1, 2026-March 31, 2027 will be accepted beginning in January 2026.</i> |

The Committee meets once a month to review all applications received by the appropriate deadline date above. Notification of the decision (and, if approved, a conference expense reimbursement form) will be sent via email to the applicant’s HRCE email. A list of Approved Conferences Awarded for the current budget year will be posted on the Article 60 PD Funding page on HRCE Internal SharePoint. The list is provided as a reference only; applying to attend a conference on the list does not guarantee approval as all applications are reviewed on an individual basis in accordance with the Guidelines.

### Eligibility

The new budget year commences on April 1<sup>st</sup> of each year. The last day of the conference determines which budget year for funding purposes.

The earliest date of acceptance of applications for the next budget year will be once the Guidelines for the next budget year are posted in December. These applications will be considered at the January meeting and subsequent applications will be considered at the regular meetings as per the guidelines.

The Committee may grant each teacher up to a maximum of 6 sub days per budget year but **the teacher** may **only** apply for up to 3 sub days per conference. Substitute days may be accessed each budget year.

Sub days for online conferences will not be granted unless online attendance is required during the instructional day.

If the applicant does not attend the conference due to exceptional circumstances, the Committee will consider reimbursing non-refundable registration expenses. A written explanation of the circumstances must be submitted.

If the date of the approved conference changes, individuals are responsible for seeking approval from the Committee, in writing.

If the applicant decides not to attend the conference approved for and wishes to attend an alternate conference, the applicant must re-apply to the Committee for pre-approval.

Permanent, Probationary or Term teachers with the Halifax Regional Centre for Education may apply for up to eighteen hundred dollars (\$1,800 CAD) every second budget year to attend a conference. Any unused portion of the \$1,800 can be applied to attend additional conferences within the same budget year.

A teacher who accesses conference funds in one budget year may not apply for conference funds the following budget year; however, the six (6) substitute days are still available for an applicant to access in each budget year.

An applicant who only accesses substitute days (and no funding) to attend a conference, must submit proof of registration at the conference by the deadline, or the substitute days will not be reimbursed (i.e., the days will be unpaid).

If a teacher works in a position that is not backfilled with a substitute due to the type of position they are in, the teacher **must** still apply for substitute days to attend the conference to be issued a payroll code to cover their absence from work. The approved days are counted toward the teacher's six (6) available substitute days per budget year.

Note: The Article 60 budget year runs April 1 – March 31.

### **Reimbursement of Expenses**

Incomplete applications for reimbursement will not be considered.

Reasonable expenses **within** the Halifax Regional Municipality (HRM) include registration, parking, meals and mileage where applicable. Reasonable expenses **outside** the HRM include registration, meals, lodging, travel and mandatory travel related expenses. Note: Expenses will only be reimbursed on the day immediately before the first date of attendance at the conference, dates of attendance at the conference, and the day immediately following the last date of attendance at the conference (exception: hotel expenses are not eligible on the date immediately following the last date of attendance at the conference).

Meal receipts are not required. Meal expenses are reimbursed at a per diem rate, to a total of \$52 per day, as follows: Breakfast: \$10; Lunch: \$15; Dinner: \$27. For US travel, the meal per diem rate will be determined by the posted exchange rate on the dates of travel.

The Committee will not reimburse the portion of flight expenses booked through airline “points” programs.

A complete application for reimbursement must be submitted to the Committee within 30 calendar days of completion of the conference. If receipts are not received by the deadline, funds will not be reimbursed.

***A complete application for reimbursement must include:***

1. The actual dates of the conference must be indicated on the application.
2. All other sources of funding (i.e. NSTU Local grant) must be disclosed on the application.
3. Proof of registration is mandatory, **even if you are not claiming registration costs.**
4. Original **itemized** receipts must be included (i.e. no debit slips).
  - a) Receipts must be in **your** name (other than listed in 4c below).
  - b) Accommodations receipts must be detailed and include arrival and departure dates.
  - c) If sharing accommodation or rental vehicle expenses with another Article 60 approved applicant in attendance at the same conference, ask the hotel/rental company to list each person on the receipt and issue separate bills. If this is not possible, include a statement signed by each person sharing the expense, detailing how much each person paid of the total.
  - d) When claiming flight costs, along with the itemized receipt, the flight itinerary **must** be provided.
5. If receipts are not in Canadian Funds, in addition to the original purchase receipt you must provide proof of conversion rate to Canadian funds at point of purchase (i.e. credit card statement showing the purchase or bank receipt detailing currency purchase). If this is not available, exchange rates from the Bank of Canada website for the date of the purchase **MUST** be used.

**The published application deadlines (for approval and reimbursement) are firm and non-negotiable.**

The applicant assumes full responsibility to ensure that all documentation is submitted and received at HRCE Central Office on or before posted deadlines (including documentation from outside sources).

**Late applications for reimbursement will not be accepted.**

## PROFESSIONAL DEVELOPMENT (COURSE) GRANTS

### **Conditions**

Subject to the established budget the Committee shall reimburse teachers to take courses for the purpose of upgrading their professional qualifications or improving their classroom effectiveness in accordance with the criteria below. For clarity, when distinguishing a Course Grant and Conference Grant, in general a Course Grant application could result in upgrading of professional qualifications and would not require Sub Days (with the exception of Instructional Leadership Academy Courses through ELCNS and internships as per recognized institutions).

The applicant must be a Permanent, Probationary or Term teacher with the Halifax Regional Centre for Education. A teacher must be under contract with the Halifax Regional Centre for Education as of the beginning and end dates of the course. (See chart on page 3)

Reimbursement for the period April 1, 2025 to March 31, 2026 will be based on the amount of funding available divided by the number of eligible units. One unit is one half-credit. Teachers may claim up to \$1200 per half-credit course and \$2000 per full-credit course and non-credit courses. Only tuition and mandatory fees (late fees are not considered mandatory) are eligible for reimbursement. The reimbursement rate will be determined annually by the committee and may vary based on available funds.

Applicants on Educational Leave are not eligible for a course grant. For applicants on unpaid leaves, reimbursement will be reduced by percentage of time on leave during course dates. (See chart on page 3)

### **Criteria For Consideration**

All applications will fall under one of the three following categories:

1. University/college course leading to a formal upgrade in teacher certification, as approved by the Registrar of Teacher Certification (documentation must be provided upon request).
2. University/college course not leading to a formal upgrade in teacher certification. The applicant must describe how the course provided an opportunity to upgrade professional qualifications and/or improve classroom effectiveness, based on the applicant's current or reasonably anticipated assignment.
3. Non-university/college course and Instructional Leadership Academy courses offered through ELCNS. The applicant must describe how the course provided an opportunity to upgrade professional qualifications and/or improve classroom effectiveness based on the applicant's current or reasonably anticipated assignment, in the context of delivery of the Public Schools Program (PSP). Approved courses shall be related to the goals and subject areas of the Public School Program (PSP), or other courses that can be reasonably seen to improve teaching practice.

### **Course Pre-Approval**

Applicants are encouraged but are not required to submit a request to the Committee for pre-approval for reimbursement of University/college course not leading to a formal upgrade (see Criteria 2 above) or a non-university/ college course (see Criteria 3 above). Applicants are not expected to seek pre-approval for University/college course leading to a formal upgrade in teacher certification (See Criteria 1 above).

Pre-Approval application form can be found on HRCE Internal SharePoint along with the deadline dates for submitting applications.

The start date of the course must take place at least 10 calendar days **AFTER** the Committee Meeting Date (see list of Meeting and Application Deadline Dates on page 8 or 23).

Where an application has been pre-approved, the applicant must complete the regular application process for course reimbursement.

### **Application for Reimbursement Procedures**

Each course requires a separate application, with its own supporting documents.

1. Log in to HRCE Internal SharePoint site and then go to the Article 60 page.
2. Select “All Article 60 PD Application Forms” and then select “NSTU Course Grant Online Application.”
3. The application process must be completed by the appropriate deadline listed in the table on page 13. Late applications will not be accepted.
4. The following required documentation must be attached to the NSTU Course Grant Online Application:
  - A. Transcript/copy of mark from an academic course or proof of successful completion of a credit or non-credit course (transcript/copy of mark or proof of completion must show student’s name).
  - B. Start and end dates of the course in writing from the institution. (A letter from the university/professor is acceptable.)
  - C. Original receipt indicating the student’s name, course name, number (if a credit course) and tuition/registration. A letter from the registrar/university or a detailed student account statement is acceptable as the required original receipt. (Account summaries will not be accepted unless the student’s name, course name/number and tuition amount is stated.) If the receipt is not in Canadian Funds, you must provide proof of conversion rate to Canadian funds at point of purchase (i.e. credit card statement showing the purchase or bank receipt detailing currency purchase), in addition to the original tuition receipt. Exchange rates printed from the internet are not acceptable as proof of conversion at point of purchase.

The Committee may make exceptions to reimburse receipts that do not align with course start and end dates as a result of the payment requirements of the university/institution, where all necessary receipts are provided and course grant applications submitted by the deadlines in accordance with the Guidelines.

The published application deadlines (for approval and reimbursement) are firm and nonnegotiable. The applicant assumes full responsibility to ensure that all documentation is submitted on or before the deadlines (including documentation from outside sources).

Late applications for reimbursement will not be accepted.

5. The Committee will review the applications for course grants four (4) times a year. (See the deadline schedule below for submission dates).
6. Payment will be calculated and disbursed as follows:

| Course Completed During the Following Dates | Reimbursement to Teacher                                                                                                                                        |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 1, 2025- June 30, 2025                | 30% of course reimbursement Total                                                                                                                               |
| July 1, 2025 – September 30, 2025           | 30% of Course Reimbursement Total                                                                                                                               |
| October 1, 2025 – December 31, 2025         | 30% of Course Reimbursement Total                                                                                                                               |
| January 1, 2026 – March 31, 2026            | Outstanding Percentage owed based on Total Percentage of Course Reimbursement as determined by the Committee less any reimbursement made to date as noted above |

**Deadlines for Course Reimbursement:**

| Course Completed During the Following Dates | Deadline Date No Later than 4:00 PM |
|---------------------------------------------|-------------------------------------|
| April 1, 2025- June 30, 2025                | July 31, 2025                       |
| July 1, 2025 – Sept 30, 2025                | October 31, 2025                    |
| October 1, 2025 – December 31, 2025         | January 31, 2026                    |
| January 1, 2026 – March 31, 2026            | April 30, 2026                      |

|                                     |
|-------------------------------------|
| <b>FULL YEAR EDUCATIONAL LEAVES</b> |
|-------------------------------------|

**Conditions**

1. Educational leaves of up to one (1) year shall be available to teachers who meet the priorities and criteria established in 60.09. Upon return, the teacher understands they may be required to accept an assignment in the subject area of their educational leave in accordance with the applicable Regional Agreement.
2. The teacher on Educational Leave will be paid 100% of the salary the teacher would have received had they not been on leave including pension, Income Tax, and all other necessary deductions.
3. At the conclusion of the leave, the recipient will be required to submit to the Committee a written report as well as transcripts indicating when courses were completed by September 30, of the year immediately following the leave. The recipient may be required to make an oral report to the Committee.
4. The teacher granted an Educational Leave must enter into an agreement to teach for the Halifax Regional Centre for Education for a minimum period of time equal to twice the length of the paid leave. Where a teacher returns to work but does not fulfill the requirements of Condition 3, the teacher shall be required to reimburse the Article 60 fund for their salary, benefits and other educational costs of the year of educational leave, a sum arrived at by pro-rating the amount received by the teacher while on educational leave.
  - (i) In the event that the teacher on leave ceases to be an employee of the Halifax Regional Centre for Education during the two years following the leave due to: involuntary transfer in the employment of their spouse; illness; death; and disability; the Halifax Regional Centre for Education shall not request reimbursement for the year of Educational Leave.
  - (ii) In all other situations the teacher will be required to reimburse the Article 60 fund for their salary, benefits and other educational costs of the year of educational leave. The teacher will be required to enter into a contract with the Halifax Regional Centre for Education which will allow the Halifax Regional Centre for Education to recover the salary, benefits and other costs of the educational leave.
5. In the event that the recipient does not complete the approved course load during the duration of the educational leave, the matter will be referred to the Director of Human Resource Services.
6. The teacher will be required to enter into a contract with the Halifax Regional Centre for Education which will allow the Halifax Regional Centre for Education to recover the salary, benefits and other costs of the educational leave.
7. Upon completion of the Educational Leave, a teacher's status within the school remains the same as if the Educational Leave had not occurred.

8. At the conclusion of the leave, the recipient shall be required to submit to the Committee a written report within 3 months of completion and may be required to make an oral report to the Committee.

### **Requirements and Restrictions**

1. A teacher must have a permanent contract at the time of application.
2. Applicants must have completed five (5) years of service with the Halifax Regional Centre for Education at the time that the leave begins.
3. Eligible applications will be forwarded to the Committee. Where the Regional Executive Director of Education or Director of Human Resource Services declines to forward the application, the applicant will be given the reasons in writing before March 14. Only reasons related to personnel or operational matters could cause a denial of an application by the Regional Executive Director of Education.
4. Applicants who are short-listed by the Committee may be required to present their plan before the Committee and respond to questions.
5. Applicants must take a full course load while on educational leave, which should include 5 courses (Sept.-Dec.), 5 courses (Jan.-Apr.) and 2 courses (May-June), with the exception of a practicum. Any variance must be presented to the Committee for consideration.
6. The full course load must be taken during the period September 1 to June 30.
7. The program of study must include an interactive component, (e.g. face-to-face, on-line) to be considered eligible toward fulfillment of a full course load.
8. Applicants must provide proof of acceptance from the institution of study.
9. Additional consideration will be given to applicants who have not previously received an educational leave.
10. Applicants must include a list of each individual course and a description of each course including the start and end date, if known, or a reasonable projection of dates based on the existing course calendar.
11. Final approval is pending receipt of the final program of study, including start and end date of each course, in writing from the university/institution. (A letter from the university/professor is acceptable).
12. Requests for any change in the educational leave plan must be provided in writing before the change occurs. Any change in the educational leave plan must be pre-approved by the Committee.
13. The Halifax Regional Centre for Education reserves the right to recall or place applicants in a position for the remainder of the term of the educational leave if the applicants fail to follow the proposed program for academic or personal reasons.

14. While on educational leave, applicants cannot be gainfully employed without the written permission of the Halifax Regional Centre for Education.
15. Applicants are not eligible for conference and/or course grant funding while on educational leave between September 1 and June 30.
16. **Incomplete applications will not be considered. For the requested documentation see Procedures below.**

The deadlines published are firm and non-negotiable. Applications are due by 4:00 p.m. on February 15 each year; however, where February 15 falls on a weekend or Holiday, the application shall be due on the immediately preceding business day.

The applicant assumes **full** responsibility to ensure that all documentation is submitted and received at HRCE Central Office on or before posted deadlines (including documentation from outside sources).

Late applications will not be accepted.

The Committee will meet in March to make decisions on applications.

### **Criteria for Consideration**

1. Submission of a well-planned educational leave proposal using **only** the application form provided that meets the requirements and criteria for the leave which supports the professional growth of the teacher.
2. For the purpose of educational leaves, priority will be given to applicants who make applications to pursue their Masters in Counselling (from a qualifying program), provided the applicant meets all other criteria, for the 2025-26 school year.
3. The educational leave should offer support in the implementation of the [HRCE's Regional Student Success Plan](#) and the Halifax Regional Centre for Education program priorities are to be among the primary considerations used in awarding educational leaves of four months or longer. Program priorities for the 2025-26 school year are (in no particular order):
  - School Counselor
  - French Immersion or Core French Instruction (all levels)
  - Learning Centre
  - English as an Additional Language
  - Skilled Trades
  - P-2 Literacy
  - Secondary Mathematics (7-12)
  - Improving the academic outcomes for students of African and Indigenous Ancestry students
  - Specific training to support working with students with exceptionalities (for example, autism support)

3. Applicants from traditionally underrepresented groups are encouraged to self-identify on the application form.
4. A willingness and potential to lead others and share with them on return.
5. A positive contribution to the teaching profession.
6. Compatibility of program of study with current or reasonably anticipated assignment and/or Halifax Regional Centre for Education/Provincial initiatives.
7. Recognized contributions to NSTU Local/Provincial professional development and educational leadership activities.

### **Application Procedures**

1. Go to [www.hrce.ca](http://www.hrce.ca), sign in to HRCE Internal SharePoint and select Article 60.
2. Select “All Article 60 PD Application Forms” and then select “Educational Leave Online Application.”
3. **The applicant must include two (2) recent (within three years) letters of professional reference** that are written specifically to support this application. **One of the two letters of reference must be from your current or recent principal/supervisor as designated by the Regional Executive Director of Education.** Do not include references from the intended educational institution.

**Attach an official letter of confirmation of completed arrangements from an accredited educational institution.** However, an application will be considered without the letter of confirmation, which must be received by May 10, **2025**, if an Educational Leave is to be awarded. **The deadlines published are firm and non-negotiable. Applications are due by 4:00 p.m. on February 15 each year; however, where February 15 falls on a weekend or Holiday, the application shall be due on the immediately preceding business day.**

|                                              |
|----------------------------------------------|
| <b>EDUCATIONAL LEAVES LESS THAN ONE YEAR</b> |
|----------------------------------------------|

**Conditions**

1. The teacher on Educational Leave will be paid 100% of the salary the teacher would have received had they not been on leave including pension, Income Tax, and all other necessary deductions.
2. At the conclusion of the leave, the recipient shall be required to submit to the Committee a written report within 3 months of completion and may be required to make an oral report to the Committee.
3. A teacher granted an educational leave shall be required to remain in the employ of the Halifax Regional Centre for Education for a period of time equal to twice the length of the paid leave.
4. In the event that the teacher on leave ceases to be an employee of the Halifax Regional Centre for Education during the length of time stipulated in Condition 3 due to: involuntary transfer in the employment of their spouse; illness; death; and disability; the Halifax Regional Centre for Education shall not request reimbursement for the year of Educational Leave.
5. In all other situations the teacher will be required to reimburse the Halifax Regional Centre for Education for that teacher's salary, benefits and other educational costs of the year of educational leave. The teacher will be required to enter into a contract with the Halifax Regional Centre for Education which will allow the Halifax Regional Centre for Education to recover the salary, benefits and other costs of the educational leave.
6. Where a teacher returns to work but does not fulfill the requirements of Condition 3, the teacher shall be required to reimburse the Halifax Regional Centre for Education for that teacher's salary, benefits and other educational costs of the year of educational leave, a sum arrived at by pro-rating the amount received by the teacher while on educational leave.
7. Upon completion of the Educational Leave a teacher's status within the school remains the same as if the Educational Leave had not occurred.
8. For the purpose of educational leaves, priority will be given to applicants who make applications to pursue their Masters in Counselling (from a qualifying program), provided the applicant meets all other criteria, for the 2025-26 school year.

**Requirements and Restrictions**

1. A teacher must have a permanent contract at the time of application.
2. Applicants must have completed three (3) years of service with the Halifax Regional Centre for Education at the time that the leave begins.

3. Eligible applications will be forwarded to the Committee. Where the Regional Executive Director of Education or Director of Human Resource Services declines to forward the application, the applicant will be given the reasons in writing. Only reasons related to personnel or operational matters could cause a denial of an application by the Regional Executive Director of Education.
4. Applicants who are short-listed by the Committee may be required to present their plan before the Committee and respond to questions.
5. Applicants must provide proof of acceptance from the institution of study.
6. Applicants must include a list of each individual course and a description of each course including the start and end date.
7. Final approval is pending receipt of the final program of study, including start and end date of each course, in writing from the university/institution. (A letter from the university/professor is acceptable).
8. Applicants must take a full course load during the period of time the applicant is on educational leave, which should correspond to the following schedule: five (5) courses (Sept.-Dec.), five (5) courses (Jan.-Apr.) and two (2) courses (May-June), with the exception of a practicum. Any variance must be presented to the Committee for consideration.
9. The program of study must include an interactive component, (e.g. face-to-face, on-line) to be considered eligible toward fulfillment of a full course load.
10. Additional consideration will be given to applicants who have not previously received an educational leave.
11. **Requests for any change in the educational leave plan must be provided in writing before the change occurs. Any change in the educational leave plan must be pre-approved by the Committee.**
12. The Halifax Regional Centre for Education reserves the right to recall or place applicants in a position for the remainder of the term of the educational leave if the applicants fail to follow the proposed program for academic or personal reasons.
13. While on educational leave, applicants cannot be gainfully employed without the written permission of the Halifax Regional Centre for Education.
14. Applicants are not eligible for grant funding for any conferences attended or courses taken while on educational leave.
15. **Incomplete applications will not be considered. For the requested documentation, see Procedures below.**

**The deadlines published are firm and non-negotiable.**

The applicant assumes full responsibility to ensure that all documentation is submitted and received at HRCE Central Office on or before posted deadlines (including documentation from outside sources).

**Late applications will not be accepted.**

### **Criteria for Consideration**

1. Submission of a well-planned educational leave proposal using **only** the application form provided that meets the requirements and criteria for the leave which supports the professional growth of the teacher.
2. For the purpose of educational leaves, priority will be given to applicants who make applications to pursue their Masters in Counselling (from a qualifying program), provided the applicant meets all other criteria (for the 2025-26 school year).
3. The educational leave should offer support in the implementation of the [HRCE's Regional Student Success Plan](#) and the Halifax Regional Centre for Education program priorities are to be among the primary considerations used in awarding educational leaves of four months or longer. Program priorities for the 2025-26 school year are (in no particular order):
  - School Counselor
  - French Immersion or Core French Instruction (all levels)
  - Learning Centre
  - English as an Additional Language
  - Skilled Trades
  - P-2 Literacy
  - Secondary Mathematics (7-12)
  - Improving the academic outcomes for students of African and Indigenous Ancestry students
  - Specific training to support working with students with exceptionalities (for example, autism support)
4. Applicants from traditionally underrepresented groups are encouraged to self-identify on the application form.
5. A willingness and potential to lead others and share with them on return.
6. A positive contribution to the teaching profession.
7. Compatibility of program of study with current or reasonably anticipated assignment and/or Halifax Regional Centre for Education/Provincial initiatives.
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### **Application Procedures**

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4. **Attach an official letter of confirmation of completed arrangements from an accredited educational institution.**

|                                                               |
|---------------------------------------------------------------|
| <b>TEACHER OR SCHOOL INITIATED IN-SERVICE EDUCATION GRANT</b> |
|---------------------------------------------------------------|

The committee wishes to encourage staff development through teacher or school initiated in-service education, including professional learning, collaboration, and mentoring.

**Conditions**

1. Pre-approval of the Committee is required.
2. All applications requiring the use of school time must have the prior approval of the **principal/supervisor as designated by the Regional Executive Director of Education.**
3. The application should indicate if the in-service is in conjunction with another teacher/school or group of teachers/schools.
4. Applicant must be a participant in the in-service.
5. The applicant assumes responsibility to complete the application form in full and to meet the application deadlines listed below. The deadlines published below are firm and non-negotiable. **Incomplete applications will not be considered.**
6. Eligible expenses may include speaker's fees and expenses, nutrition break (\$6.00 per person), facilities (if required), and materials and supplies. All expenses submitted will be considered by the committee.
7. A gift may be purchased for a speaker who is not being paid for their service, and must strictly follow [HRCE's Purchasing Policy and Handbook](#) and [School Based Funds Policy and Handbook](#). The gift must be of a small intrinsic value and must not exceed \$50. Gift cards and alcohol purchases are not permitted. Honorariums may be considered in some situations.
8. In the case of teacher-initiated in-services, no more than one day per teacher per budget year.
9. The Committee may authorize the payment in part or completely of expenses for pre-approved in-service grants.

Note: Applicants should include in their application estimated expenses for work visas for speakers from the United States.

### Criteria for Consideration

When considering the merit of the application the following criteria may be considered:

1. The in-service offers support in the implementation of the [HRCE's Regional Student Success Plan](#).
2. The in-service supports the professional growth of the teachers involved which may include the goals of the teacher's professional growth plan.
3. The in-service offers support to Student Success Planning.
4. The in-service application includes a well-planned, detailed description of the in-service.
5. The in-service application includes the names of teachers who will participate in the in-service and confirmation that the participating teachers are aware that, if approved, they are not eligible for any other in-service funding for the remainder of the fiscal year.

### Application Procedures

You must seek prior approval for an In-service. The start date of the In-service must be at least **30 calendar days AFTER the Committee Meeting Date** in order for the Committee to Process your application. Please see the chart below for application and Meeting Dates.

### Online Application

- Select "All Article 60 PD Application Forms" and then select "NSTU In-service Grant Online Application."
- Click SUBMIT.
- Successful applicants will receive an expense form.
- Submit the form with original receipts.

| <u>Application Deadline Dates</u><br>(no later than 4:00 PM)                                                                                                                                                       | <u>Committee Meeting Dates</u>                                                                                                                                                                          | <u>Please note:</u>                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 26, 2025<br>April 30, 2025<br>May 28, 2025<br>September 3, 2025<br>September 24, 2025<br>October 29, 2025<br>November 26, 2025<br>January 7, 2026<br>January 28, 2026<br>February 25, 2026<br>March 25, 2026 | April 2, 2025<br>May 7, 2025<br>June 4, 2025<br>September 10, 2025<br>October 1, 2025<br>November 5, 2025<br>December 3, 2025<br>January 14, 2026<br>February 4, 2026<br>March 4, 2026<br>April 1, 2026 | For conferences and Course Pre-Approvals, <b>the start date</b> must take place at least <b>10 calendar days AFTER the Committee Meeting Date</b> . For In-Services, <b>the start date</b> must take place <b>at least 30 calendar days AFTER the Committee Meeting Date</b> .<br><br><i>Applications for conferences ending April 1, 2026-March 31, 2027 will be accepted beginning in January 2026.</i> |

The Committee meets once a month to review all applications received by the appropriate deadline date above. After the review meeting, notification of the decision will be communicated via email.

The Committee will not accept incomplete applications; however, if timelines allow, a teacher/school may reapply within the same budget year with a complete application.