



AP 4 – 15 Deferred Salary Leave Plan

Related Policies:	Initial Approval:
Related Procedures:	Last Amended: 2019 December 17
Exhibits:	Last Reviewed: 2019 December 17

PURPOSE

To ensure there are benefits resulting by affording employees the opportunity to take a one year leave of absence with pay by deferring salary to the year of the leave.

SCOPE

This procedure applies to all staff.

DEFINITIONS

None

PROCEDURES

- Agreement
The Board will enter into an agreement with the Alberta Teachers' Association (ATA) to establish a deferred salary leave plan within Chinook's Edge School Division.
- Selection Of Plan
A committee consisting of the Superintendent, the Treasurer and a member appointed by the ATA Local will recommend to the Board a deferred salary leave plan to be selected.
- Eligibility
Any person continuously employed by Chinook's Edge School Division, who has a minimum of five (5) years of service with the Board, shall be eligible.
- Application Deadline
Employees must apply in writing to the Superintendent on or before July 31.
- Regulations
The deferred salary leave plan will adhere to the regulations set forth in the agreement in the commercial plan selected.
- Administrative Charges
There will be no administrative or related charges or related liability to the Board, regardless of the plan that has been selected. Should an administrative charge be levied by the financial institution, this will be paid by the individual participating in the plan.
- Benefits
Benefit coverage for employees during the year of their leave will be the sole responsibility of the participant and will not be covered by the Board.

8. Trust Account And Signatures

The Board's current financial institution shall be appointed the bank of each Deferred Salary Leave Plan trust account and that transactions shall bear the signature of the Chair or Vice-Chair and one of the Superintendent, Treasurer or Corporate Secretary.

REFERENCE AND LINKS

Education Act

HISTORY

2012 Oct 10	Reviewed
2019 Dec 17	Amended/Reviewed