



Directive on leaves with deferred salary for tenured employees

Department responsible: Human Resources	Approved by: _____ Director-General
Effective date: January 1 st 2003	Amended: July 1, 2009
Reference: Collective agreements: Teachers: section 5.17 – Appendix XIII Support Staff: section 5.10- Appendix VI Professionals: Appendix D Regulation / Management: Schedule 6	

1. Premises

- 1.1 [purpose](#) This directive sets the criteria governing the acceptability of a request for a leave with participation in a deferred salary plan for tenured employees, in addition to the provisions of the collective agreement or the regulation governing the employment conditions of employees.

2. General principles

- 2.1 [application](#) This leave shall permit a tenured employee who is not on availability to have his salary for a given period of work spread out over a longer period, which includes the length of the leave. It is not aimed at supplying an employee with benefits at the time of his retirement nor deferring his income tax.
- 2.2 [return to work](#) At the end of the leave, the employee must return to work in accordance with the provisions of the Income Tax Act pertaining to individuals, for a period at least equal to that leave.

3. Request

- 3.1 [approval from executive committee](#) The granting of this leave of absence with deferred salary must be approved by the Executive Committee or the delegated authority. In the case of a refusal, the employee may request that the reasons be provided.

- 3.2 [date of the request](#) The request must be presented to Human Resources, in writing, no later than sixty (60) days prior to the projected date of anticipated participation in a deferred salary plan.
- 3.3 [necessary information with the request](#) A request for leave with deferred salary must include the following information:
- a) the duration of the program;
 - b) the duration of the leave requested;
- AND
- c) a written recommendation of the local Education Committee in the case of an employee assigned to a community school;
- OR,
- d) the written recommendation of the immediate superior and of the Director of the department concerned in all other cases.

4. Contract for the deferred salary plan

Detailed conditions and obligations regarding the deferred salary plan are exposed in different appendices in collective agreements and working conditions.

- 4.1 [starting period](#) If approved by the Board, participation in the deferred salary plan shall begin:
- a) on July 1st of the school year following the request for Teachers, School Administrators, Adult Education Centre Director, and Professionals assigned to a school;
- OR,
- b) on the first day of a pay period covered by the plan which follows the approval of the Board by no more than thirty days, for any other employee.

5. Application of this directive

- 5.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 5.2 [responsibility](#) The Director of Human Resources is the person responsible for the application of this directive.