
TCSA Policies & Procedures

Section 3: Corporate Services / Human Resources

Reference: 3.201

Policy Title: Educational Leave Without Pay

Policy Statement:

The TCSA recognizes that an important role of the Agency is to build capacity in the Tłıchǫ communities and strengthen Agency programs and services by developing long term staff in the core professional occupations of counseling, nursing, teaching and social work. *(see also TCSA policy 3.102 Educational Bursaries and Core Occupations)*

Purpose:

The purpose of this policy is to provide guidance for the approval of educational leave without pay for TCSA employees. Under GNWT Human Resource Policy (see HRM 814.21) leave without pay for educational purposes may be granted if the education is relevant to GNWT "recruitment and retention needs".

The Agency experiences significant difficulties in recruiting and retaining staff in professional program and service delivery positions which include counselors, nurses, teachers and social workers. Therefore the Agency will limit the approval of educational leave without pay to applicants who are seeking leave to become educated in these core professions.

Procedures:

1. The TCSA may support the approval of applications for educational leave without pay from employees who have been accepted into counseling, nursing, teaching and social work programs from recognized colleges and universities;
 2. To be eligible for educational leave without pay, employees must have worked for a minimum of five years for the TCSA and be supported by positive performance reviews;
 3. Recognizing that each approved educational leave without pay has a potential financial cost to the Agency, the total number of approvals for educational leave without pay may be limited in any given fiscal year at the discretion of the Chief Executive Officer;
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4. Approval of educational leave without pay is given for one academic year at a time. Approval of a second and further years of educational leave without pay is dependent on successful academic results in the previous year.

a) The approval of educational leave without pay in subsequent years may be denied for a variety of reasons including the financial and operational requirements of the Agency;

5. Employees who are granted educational leave without pay must guarantee an equal return of service to the Agency for each year of leave taken.

6. Taking into consideration item 3, on occasion, the Board may approve educational leave without pay for applicants whose request is outside the four core professions but whose educational personal goals would further the goals of the Agency.

Authorities:

TCSA Act 13; Education Act, 117; Hospital Insurance & Health and Social Services Administration Act, 10(10), 13(1); GNWT HRM 814.21

Approval Dates: May 20th, 2009.
