

## **TBU Deferred Salary Leave Plan**

a.k.a. “the x/y leave”

a.k.a “the x-over-y leave”

*Complete information about the deferred-salary leave plan can be found in the TBU Collective Agreement, Article 18.12, “Teacher-Funded Leave Plan.”*

The Teacher-Funded Leave Plan allows Members an opportunity to take a one-year (or one-semester) leave and, through the deferral of salary, finance the leave.

### **How does it work?**

- You can defer your salary over a period of semesters or years and continue to be paid during the period of your leave.
- In each year of the plan preceding the year of the leave, the Member will be paid a percent of their annual salary. The remaining percent of annual salary shall be deferred and deposited to a joint trust fund at the Employer’s banking institution. The amount deposited, together with interest earned, shall be retained for the Member to finance the year of leave. For example,
  - if you choose a “2 over 3” leave, you get paid 2/3 of your salary for 2 years while you’re working, and you get 2/3 (or 66.6%) of a year’s salary in the 3rd year while you’re on leave.
  - if you choose a “3 over 4” leave, you get paid 3/4 of your salary for 3 years while you’re working, and you get 3/4 (or 75%) of a year’s salary in the 4th year while you’re on leave.
  - if you choose a “4 over 5” leave, you get paid 4/5 of your salary for 4 years while you’re working, and you get 4/5 (or 80%) of a year’s salary in the 5th year while you’re on leave.
- Some members choose to take it over a number of semesters; for example,
  - over 2 years: work 3 semesters, take the 4th semester off, and get paid 3/4 of your salary for the entire 2-year period.
  - over 3 years: work 5 semesters, take the 6th semester off, and get paid 5/6 of your salary for the entire 3-year period.
- The minimum length of the leave shall be not less than ½ year.
- The greatest length of the plan must not exceed six years, including the year of leave.
- The scheduled year of leave will only be taken in the last year of the plan.
- During each year other than the year of leave, the Member will be paid a percent of the Member’s annual salary, to a minimum of 66 2/3%. The remaining percent shall be deposited to a separate trust account, as described above.

### **In order to be eligible to participate in the Plan, a Member must:**

- have a minimum of 2 years’ experience with the Employer;
- be employed half-time or more; and
- have no obligations from previous sabbatical or other leaves that have not been fulfilled.

### **Benefits**

- While a Member is enrolled in the plan and not on leave, and subject to the approval of the carrier, any salary-related benefit plans shall be maintained at the same level as if the Member was receiving one hundred percent (100%) of the Member’s salary.
- While on Leave, all benefits plans shall continue in force.
- While on Leave, the total premium cost for all benefit plans shall be paid by the Member.

## Other Important Details

- Upon return from leave, the Member shall be entitled to sick leave credits accumulated prior to commencement of the leave, but no sick leave credits may be earned during the leave.
- On return from leave, a Member will be assigned to the same teaching position and work location.
- During the leave, the Member shall be a member of the staff where the Member taught immediately prior to going on leave and shall be subject to whatever seniority and redundancy procedures are applicable to Members of that staff in determining placement for the school year following the leave. While on leave, the Member shall not be considered part of the staffing complement.
- Time spent on leave shall not interrupt seniority for purposes of determining surplus staff.
- Time spent on leave shall not be considered as experience for movement on the salary grid.
- Members declared redundant may withdraw from the Plan.
- Members on the recall list who subsequently lose their right of recall must withdraw from the plan.
- A Member may withdraw from the plan any time prior to the first day of March of the calendar year in which the leave is to commence. See the Collective Agreement for details regarding withdrawal from the plan (the Member must pay the board a \$100 fee, unless the Member has died or has been laid off and removed from the recall list).
- The year of leave may be deferred by mutual agreement between the Member and the Employer provided that the Member makes application for such deferral by the last Friday in March of the calendar year in which the Leave is to commence.
- It is understood that all interest earned on salary held in trust shall be considered by the Member as interest income for income tax purposes.

*Complete information about the deferred-salary leave plan can be found in the TBU Collective Agreement, Article 18.12, "Teacher-Funded Leave Plan." **Members considering this type of leave are advised to read 18.12 in full.***

### How to find your Collective Agreement in the Staff Portal

1. Open the BWDSB Staff Portal. There are 2 ways you can do this:
  - a. From your teacher laptop, click the "Staff Portal" icon on the desktop.
  - b. From a personal computer, go to [www.bwdsb.on.ca](http://www.bwdsb.on.ca), scroll to the bottom of the page, and click on "Staff Portal." (You may need to log in with your current BWDSB login and password. Remember that this is in the format [4+3@bwdsb.on.ca](mailto:4+3@bwdsb.on.ca), not [firstname\\_lastname@bwdsb.on.ca](mailto:firstname_lastname@bwdsb.on.ca).)
2. Near the top of the page, click "Collective Agreements."
3. Click "OSSTF."
4. You should be able to see the current Collective Agreement, TBU Job Postings Guidelines, and any current Letters of Agreement.

### Apply by March 31 to start in the plan the following school year.

- How to submit a request to begin a deferred-salary leave plan:
  - Send written request to Jessica Gallagher, Human Resources Services Officer, by email to [Jessica\\_Gallagher@bwdsb.on.ca](mailto:Jessica_Gallagher@bwdsb.on.ca)
  - Include the following details:
    - type of plan e.g., 4 over 5 year
    - deferral time frame e.g., school years 2023-24, 2024-25, 2025-26, and 2026-27
    - leave time frame e.g., school year 2027-28
- How to submit a request for a leave:
  - Enter a request for a Long-Term Leave through the EIL system.
    - Go to [www.bwdsb.on.ca](http://www.bwdsb.on.ca)
    - Near the bottom of the page, select 'Staff Portal'
    - Select the 'EIL' button from the BWDSB Applications box
    - In the EIL system, open the 'New Request' dropdown menu, select 'Long-Term Leave'
    - Complete the form and then click on submit button