

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 412 – Deferred Salary Plan</b>	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995 sections 85, 87, 211, 212</i>	
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### Background

The Division has a plan for personnel to defer salary and financially prepare for a year's leave from duties. The Division, however, has a responsibility to ensure that the educational program is not unduly interrupted. Bearing this in mind, the following procedures will guide action.

### Procedures

1. To be eligible for application to join the plan, an individual must have employed at least three (3) years with the Division.
2. No more than three (3) eligible teachers will be allowed to commence a year's deferred salary leave in the same school year. Should more than three (3) teachers apply in any given year, seniority with the Division will be used to determine the three (3) teachers that are selected.
3. Application for inclusion in the Deferred Salary Plan must be delivered to the Director before June 15. Decisions concerning applications will take place after June 15.
4. Should the employee be deceased while on the plan, all monies accumulated, plus interest, shall be paid to the employee's estate.
5. The employee shall be guaranteed a position on return from his/her leave of absence, but not necessarily the same position or same school as he/she was in prior to the leave.
6. The term of the salary leave shall be for one (1) school year only.
7. Generally, the minimal deferral to the Salary Plan is ten percent (10%) of salary and the maximum deferral is thirty-three and a half percent (33.5%); however, should there be a drastic change in the personal circumstances, the employee should present the concern to the Director. A change in the arrangement may be granted at the discretion of the Director.
8. Employees who cease to be employed by the Division while participating in the Plan must withdraw from the Plan and will be paid their contribution and interest earned.

9. With the approval of the Director, an employee may withdraw from the Plan at any time prior to the leave of absence and will be paid their contributions and interest earned.