

Department: Human Resources
Section: Employee and Labour Relations

The requested Loan of Service arrangement(s) will be presented for approval to the Human Resources Committee.

Specifically

- 1.0 Normally, an application for loan of service shall be submitted to the Director of Human Resources on or before the last day of February in the school year prior to the one in which the leave is desired.
- 2.0 The loan of service arrangement will be approved for a period not greater than one year at a time to a maximum of two years.
- 3.0 An application for a second consecutive year loan of service must be submitted for approval on or before the last day in February.
- 4.0 The employee on loan of service will retain their employment status and related compensation with the Annapolis Valley Regional School Board.
- 5.0 The employee's current position will be retained for the loan of service period as if the employee were on a leave of absence from the Board.
- 6.0 There will be no financial cost to the Board for the loan of service arrangement.
- 7.0 The financial reimbursement from the institution (the organization accessing the AVRSB employee) will include the applicable salary, administrative allowance (if applicable), and the employer's share of mandatory and voluntary benefit costs for the employee on loan of service. The institution will reimburse the Board for any costs relating to an approved Injury on Duty claim or approved WCB compensable claim which occurred during this loan of service period.
- 8.0 Invoices will be prepared and submitted by the Finance Department to the respective institutions for reimbursement on a quarterly basis.
- 9.0 The person on loan of service shall give notice of intention to a) return or b) resign before 01 March of the year of said loan of service or c) to continue on a loan of service arrangement, if approved.
- 10.0 The terms of employment concerning the employee's direct supervisor, work site and work schedule will be determined by the institution the employee is working for during the loan of service period.
- 11.0 The institution will provide written confirmation of the employee's attendance and absences to the Coordinator of Human Resources for three reporting periods: 01 September – 31 December; 01 January – 30 April, and 01 May to 31 July. This information will be used as documentation for service and pension.
- 12.0 The employee will apply to the Coordinator of Human Resources for any requests for Special Leave and Unpaid Leave, while on a Loan of Service.
- 13.0 The employee may not be viewed as eligible to access the NSTU/AVRSB Professional Development Fund or the AVRSB Professional Development Fund without the Fund being reimbursed for expenses by the institution.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: December 16/02

Ref: BP 305.3

Monitoring Date: Annually

Revised: September 16/08; October 9/13; February 9/16; June 14/17