



402.14AP Professional Improvement Leave

EFFECTIVE: 2013.06.19

AMENDED: 2025.05.12

REVIEWED: 2025.05.29

APPROVED: 2025.05.29

CROSS REFERENCE:

- [403.1AP Long Service Recognition](#)
 - [402.5AP Teacher Professional Growth, Supervision and Evaluation](#)
 - [402.5AP Exhibit 1 Professional Growth Plan](#)
 - [BTPS – ATA Collective Agreement](#)
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PROCEDURES:

1. Professional improvement leave for certificated staff shall be administered in accordance with the provisions of the **current Alberta Teachers' Association Collective Agreement**.
2. In addition to the provisions outlined in the collective agreement, the following internal expectations shall apply:
 - 2.1 The professional improvement leave must demonstrate a clear benefit to student learning.
 - 2.2 The proposed leave should also align with the employee's Professional Growth Plan and support broader division goals.
 - 2.3 Applicants must have completed a minimum of five (5) years of service with Buffalo Trail Public Schools, consistent with the first level of recognition identified in 403.1AP Long Service Recognition.
 - 2.4 All applications must be accompanied by a letter of support from the applicant's principal. In the case of a principal's application, the Assistant Superintendent – Human Resources will provide this support.
3. The division may approve a maximum of one professional improvement leave per school year.