



DEFERRED SALARY LEAVE

Background

The Deferred Salary Leave Plan is governed by a signed Agreement between the Board of Education and the Campbell River District Teachers' Association (CRDTA). This operational procedure outlines the administrative process for applying to and administering the Deferred Salary Leave Plan. It is intended to support staff by providing clear steps, timelines, and responsibilities related to participation in the Plan.

This operational procedure is issued under the authority of the superintendent and does not replace or amend the terms of that Agreement. In the event of any inconsistency, the Agreement prevails.

Procedures

1. Eligibility Overview

To be eligible to apply, a teacher must:

- Hold a continuing appointment with the district.
- Have completed at least one full school year of service.
- Meet all eligibility requirements set out in the Deferred Salary Leave Plan Agreement.

Participation limits and return-to-work requirements are governed by the Agreement.

2. Leave Periods

As per the Deferred Salary Leave Plan Agreement, leave periods will either be:

- September to June (10-month option)
- January to June (6-month option – elementary/middle/non-enrolling only)
- February to July (6-month option – secondary only (5 months of school plus July))

3. Application Process & Approval

- 3.1 Teachers must complete SD72 Form 425-1 Deferred Salary Leave Application.
- 3.2 Applications must be submitted to human resources by February 29 of the year prior to the proposed leave.
- 3.3 Applications are reviewed for eligibility and operational feasibility.
- 3.4 Final approval rests with the Board of Education.
- 3.5 Applicants will be notified of the decision by April 30.
- 3.6 Upon approval, a signed contract will be established between the teacher and the district, consistent with the Deferred Salary Leave Plan.

4. Administration & Roles

- 4.1 Human Resources: Oversees application intake, eligibility review, and communication with applicants
- 4.2 Payroll/Secretary-Treasurer: Manages salary deferrals, trust accounts, statutory deductions, benefit payments, and annual reporting.
- 4.3 Superintendent (or designate): Oversees implementation of the Plan and ensures alignment with district operational needs.
- 4.4 When required, a deferred salary leave committee may be established in accordance with the Agreement.

5. During the Deferred Salary Leave

- 5.1 Salary payments, benefits, and tax reporting are administered as set out in the Agreement.
- 5.2 Participants may not receive other salary or wages from the district during the leave.
- 5.3 Any postponement, suspension, or withdrawal requests must be submitted in writing and are subject to timelines outlined in the Agreement.

6. Return to Work

Following completion of the deferred salary leave, the teacher will return to employment in accordance with the Agreement and the applicable Collective Agreement provisions.

Cross Reference: [Board Governance Policy 3 \(Foundations and Direction\)](#)
[Deferred Salary Leave Plan Agreement \(Board Governance Handbook\)](#)
[BCPSEA / BCTF / SD72 Local Agreement](#)
[Income Tax Act \(Canada\), Regulation 6801](#)

Related Forms: [SD72 Form 425-1 Deferred Salary Leave Plan Application](#)