What is ELF?

Educational Leave Funding (ELF) is available to nurses who are members of the NLNU and meet the established criteria. The funding shall be at the rate of two-thirds of the nurse's base salary up to a maximum of two-thirds of the full-time hours for a minimum leave period of six weeks up to a maximum leave period of twelve months.

In return for funding, the nurse must sign an undertaking with the Newfoundland and Labrador Health Boards Association, the Newfoundland and Labrador Nurses' Union, and Treasury Board to return to the service of an employer for a period of time equal to two times the length of educational leave granted.

Criteria and policies for ELF may be revised without notice. Applicants are advised to refer to www.nlnu.nf.ca or www.nlhba.nl.ca to ensure latest program requirements.

Who can apply?

Any nurse who:

- is a member of the Newfoundland and Labrador Nurses' Union
- has been employed the equivalent of five years full-time regular hours in the province
- currently holds a full-time or part-time position
- meets all the criteria for application

FAQ's (frequently asked questions)

Is the funding only available for specific programs?

The nursing education program shall provide continuing education in the theory and practice of nursing from an approved/accredited educational institution/program, eg. Post-Basic Specialty courses in nursing, courses toward a degree in nursing (BN, MN, PhD.), Nurse Practitioner Program. The education program shall require full-time study as defined by the educational institution.

How is the amount of funding determined?

The amount of funding will be based on the status/hours of employment as stated in the nurse's letter of appointment to her/his current position.

Will the funding include contributions to my health insurance and pension plan?

No. If the nurse wishes to continue contributing to these plans, s/he is responsible for making arrangements with her/his employer.

I was a student last year. Can I apply for funding this year?

Yes, but only for upcoming semesters. If successful, the amount of funding for nurses who have been students in the previous year will be based on the letter of appointment.

I am a casual employee. Can I apply for funding?

No. Casual employees are ineligible as per Article 2.01(a) of the Collective Agreement.

Can I continue to work during my funded educational leave?

Yes. You may work as a casual employee without adversely affecting reinstatement to your former position.

I have already been awarded a scholarship. Will this affect my eligibility for educational leave funding?

No. Funding from other sources (eg. Union scholarship) will not influence the granting of educational leave funds.

When does funding begin?

The educational leave funding will be awarded from the first day of class until the last day of examinations as specified by the program of study (eg. fifteen weeks for Memorial University).

I am enrolled for a full year of courses. Can I receive funding between semesters?

If funding is granted for more than one semester, the fund will not be awarded between semesters. Also, if funding is granted for more than one semester, the nurse must successfully complete the previous semester.

What if, due to unforeseen circumstances, I cannot complete my education or my return to service commitment?

Educational leave funding shall terminate when a nurse discontinues the education program before its completion. The nurse shall be required to repay the fund (with interest) on a pro-rata basis in accordance with the amount of return service completed.

Required Documentation for ELF

- A **completed** application form. ***Incomplete and/or late applications will not be processed.***
- Official proof of acceptance as a full-time student into the education program
- Verification of an approved leave of absence
- A statement showing the relevance of the program to her/his future nursing practice
- References from two persons as per the Criteria for Application
- The education program's definition of full-time study, normally found in the program calendar
- A signed undertaking agreeing to a return in service as per Article 23.04(g)

For full-time employees:

- A letter of appointment indicating employment status and verification of current classification and step.
- A letter from her/his employer(s) indicating hours worked to establish five years full-time equivalency in the province.

For part-time employees:

- A letter of appointment indicating employment status and biweekly guaranteed hours and verification of current classification and step.
- A letter from her/his employer(s) indicating hours worked to establish five years full-time equivalency in the province.

Other Documentation May Be Required

For Further Information:

Visit the following websites:

www.nlnu.nf.ca
www.nlhba.nl.ca

Contact Union Office:

Newfoundland & Labrador Nurses' Union
P.O. Box 416, 229 Major's Path
St. John's, NL A1C 5J9
Phone: (709) 753-9961, ext. 103
1-800-563-5100
Attention: Judy Boone, Secretary

Deadline for Applications:

June 15, 2007

For programs from
August 2007 to June 2008:

Newfoundland And Labrador *Nurses' Union*

Educational Leave Funding

(ELF)

NEWFOUNDLAND AND LABRADOR HEALTH BOARDS ASSOCIATION

Newfoundland and Labrador Nurses' Union

Newfoundland and Labrador Health Boards Association

APPLICATION FOR FUNDED EDUCATIONAL LEAVE

PLEASE PRINT OR TYPE IN BLOCK LETTERS

A. GENERAL INFORMATION

Name in Full _____
Surname Given Name Initial

Present Address _____ Phone (home) _____

_____ Postal Code _____

Permanent Address _____ Phone _____
(Where mail will always reach you)

_____ Postal Code _____

Email Address _____ Fax _____

Current Employer (Site/Authority) _____ Phone (work)_____

NLNU Branch No. _____

B. PROPOSED EDUCATION PROGRAM

Name of Program _____

Education Institution/Location _____

Segment of Program Completed to Date _____

Segment of Program Left To Be Completed _____

Segment of Program for which Funding is Requested:

1. For University Programs, Complete the Following:

	Semester I	Semester II	Semester III
First Day of Class	_____ *(dd/mm/yyyy)*	_____ *(dd/mm/yyyy)*	_____ *(dd/mm/yyyy)*
Last Day of Exams	_____ *(dd/mm/yyyy)*	_____ *(dd/mm/yyyy)*	_____ *(dd/m/yyyy)*

OR

2. For Other Programs, Complete the Following:

Date of Program Commencement/First Day of Class _____
(dd/mm/yyyy)

Date of Program Completion/Last Day of Exams _____
(dd/mm/yyyy)

C. EDUCATION

List post-secondary institutions attended; diploma/certificate/degree obtained; most recent first:

Diploma/Certificate/Degree	Institution	Dates

D. WORK EXPERIENCE

List most recent first:

Site/Authority	Position	Dates of Employment

E. CONTRIBUTIONS/ACTIVITIES

Newfoundland and Labrador Nurses' Union (include Branch and Provincial activities)

_____

_____

_____

_____

_____

List all participation in other organizations/committees to demonstrate actual contribution or potential for future contribution to nursing. (Indicate position/office held and dates of contribution.)

_____

_____

_____

_____

_____

_____

_____

F. REFERENCES

List the names of two persons from whom you will be requesting references.

1. _____ Phone _____
2. _____ Phone _____

The referees (not related) must have known you for a minimum of one year and be able to indicate your actual and/or potential for contribution to nursing practice. One referee must be your current manager.

G. Further information which you think might be pertinent to this application.

_____

_____

_____

_____

H. Please submit the following with application:

1. A statement (200-300 words, maximum) showing the relevance of your education program to your future nursing practice.

2. Employer(s) verification of hours worked to establish five years of full-time service in the province as outlined in Criterion 11 in the Criteria for Application:

   11. In order to determine if the candidate has been employed the equivalent of five years of full-time regular hours with employers outlined in Schedule "C" of the NLNU Collective Agreement, the candidate must submit a letter ***from her/his employer(s)*** *indicating hours worked to establish five years full-time equivalency in the province.*

3. Letter of Appointment as specified in Criterion 11.1 and 11.2 in the Criteria for Application.

   11.1 Full-time status – a letter of appointment indicating employment status and verification for current classification and step.
   11.2 Part-time status – a letter of appointment indicating employment status and biweekly guaranteed hours and verification of current classification and step.

4. The education program's definition of full-time study normally found in the program calendar.

5. A signed undertaking agreeing to a return in service, as per Article 23.04(g).

6. Verification of approved leave of absence as outlined in Article 23.03 of the NLNU Collective Agreement.

7. Official proof of acceptance and enrolment as a **full-time student** into the education program for which funding is being requested.

Acknowledgement and Authorization

I understand that the information submitted in and with this application will be used to assess my eligibility for educational leave funding and that any persons or organizations named in this application may be contacted for verification of information submitted in this application. I certify that all the information provided on this application form and in all the documents accompanying it is true, accurate and complete. I have read all the *Criteria for Application* and the *General Policies*. By submitting this application, I agree to be bound by all these rules.

_____ _____

Signature of Applicant Date

Please return the completed form and related documents **postmarked no later than June 15, 2007.** For further information or help in completing this form, please call Judy Boone at Union Office via telephone: (709) 753-9961 or 1-800-563-5100, or via email at jboone@nlnu.nf.net.

Incomplete and/or late applications will not be processed. The Applicant is responsible for ensuring that the application is complete.

Return to: Newfoundland and Labrador Nurses' Union
Educational Leave Fund Committee
P.O. Box 416
St. John's, NL A1C 5J9
Attention: Judy Boone, Secretary

Reference for Funded Educational Leave

To Be Completed by Applicant:

Name: _____

Program Applied For: _____

Address: _____

Postal Code: _____ Phone (home): _____

Email: _____ Phone (work): _____

To Be Completed by Referee (if additional space required, please use reverse):

How long have you known the Applicant? _____

In what capacity? _____

When comparing the applicant's performance with that of other nurses you work with, how would you rate her/his performance on a scale of 1 (lowest) to 5 (highest)?

	Rating					Inadequate opportunity to observe
Clinical Skills	1	2	3	4	5	_____
Leadership Skills	1	2	3	4	5	_____
Initiative	1	2	3	4	5	_____
Interpersonal Relationships	1	2	3	4	5	_____
Analytical Skills	1	2	3	4	5	_____
Communication Skills	1	2	3	4	5	_____

Major Strengths: _____

_____

Opportunities for Improvement: _____

_____

Additional Comments: _____

_____

_____

Name of Referee: _____ Signature: _____

Position: _____ Date: _____

Address: _____

_____

Referees are to complete this reference form and forward to:

Educational Leave Fund Committee
Attention: Judy Boone, Secretary
Newfoundland and Labrador Nurses' Union
P.O. Box 416
St. John's, NL A1C 5J9

Reference for Funded Educational Leave

To Be Completed by Applicant:

Name: _____

Program Applied For: _____

Address: _____

Postal Code: _____ Phone (home): _____

Email: _____ Phone (work): _____

To Be Completed by Referee (if additional space required, please use reverse):

How long have you known the Applicant? _____

In what capacity? _____

When comparing the applicant's performance with that of other nurses you work with, how would you rate her/his performance on a scale of 1 (lowest) to 5 (highest)?

	Rating					Inadequate opportunity to observe
Clinical Skills	1	2	3	4	5	_____
Leadership Skills	1	2	3	4	5	_____
Initiative	1	2	3	4	5	_____
Interpersonal Relationships	1	2	3	4	5	_____
Analytical Skills	1	2	3	4	5	_____
Communication Skills	1	2	3	4	5	_____

Major Strengths: _____

_____

Opportunities for Improvement: _____

_____

Additional Comments: _____

_____

_____

Name of Referee: _____ Signature: _____

Position: _____ Date: _____

Address: _____

_____

Referees are to complete this reference form and forward to:

Educational Leave Fund Committee
Attention: Judy Boone, Secretary
Newfoundland and Labrador Nurses' Union
P.O. Box 416
St. John's, NL A1C 5J9

EDUCATIONAL LEAVE FUND
as per Article 23.04
NLNU Collective Agreement

CRITERIA FOR APPLICATION

1. The education program shall provide continuing education in the theory and practice of nursing from an approved/accredited educational institution/program so as to enhance and maintain competence in nursing practice, e.g. Post-Basic Specialty courses in nursing, courses toward a degree in nursing (BN, MN, PhD), Nurse Practitioner.

2. The program shall be full-time as defined by the educational institution with a minimum leave period of six weeks up to a maximum of twelve months.

3. The candidate shall give a written undertaking to return to the service of an employer as defined in Schedule "C" of the NLNU Collective Agreement for a period of time equal to two (2) times the length of the educational leave granted.

4. At the time of application, the candidate must have been employed as a nurse for the equivalent of five (5) years full-time in Newfoundland and Labrador.

5. The candidate shall be a current member of the Newfoundland and Labrador Nurses' Union.

6. The candidate shall submit verification of an approved leave of absence as outlined in Article 23.03 of the Newfoundland and Labrador Nurses' Union Collective Agreement.

7. The candidate shall submit official proof of enrolment and acceptance into the program.

8. The candidate shall submit the completed application in writing to the committee by the deadline date* which shall be determined by the committee and published on www.nlnu.nf.ca, and www.nlhba.nl.ca.

9. The candidate must submit a statement showing the relevance of the program to her/his future nursing practice.

10. The candidate must submit references from two (2) persons (not related) who have known the candidate a minimum of one (1) year and could indicate the candidate's actual and/or potential contribution to nursing practice. **One reference must be from her/his current manager in the employing agency.**

11. In order to determine if the candidate has been employed the equivalent of five years of full-time regular hours with employers outlined in Schedule "C" of the NLNU Collective Agreement, the candidate must submit a letter ***from her/his employer(s)*** indicating hours worked to establish five years full-time equivalency in the province.

11.1 Full-time status – In order to determine the amount of educational leave funding, the candidate must submit from her/his employer, a letter of appointment indicating employment status and verification of current classification and step.

11.2 Part-time status – In order to determine the amount of educational leave funding, the candidate must submit from her/his employer, a letter of appointment indicating employment status and bi-weekly guaranteed hours and verification of current classification and step.

*Note #8: The deadline for programs commencing between August 2007 and June 2008 is June 15, 2007.

April 30, 2007

EDUCATIONAL LEAVE FUND
as per Article 23.04
NLNU Collective Agreement

CRITERIA FOR SELECTION

The Education Leave Fund (ELF) Committee will endeavour to approve funded educational leave as fairly as possible. The selection will be based on:

(a) The amount of funding available;

(b) The number of applicants;

(c) The regional distribution of applicants;

(d) The education program applied for;

(e) The applicant's performance in nursing;

(f) The applicant's potential for contribution to nursing practice;

(g) The applicant's educational background.

April 30, 2007

EDUCATIONAL LEAVE FUND COMMITTEE
as per Article 23.04 of the
NLNU Collective Agreement

GENERAL POLICIES

The policies and regulations which govern the Educational Leave Fund (ELF) are outlined below. It should be noted that only in justifiable circumstances will the Educational Leave Fund (ELF) Committee deviate from these policies.

1. Educational Leave Funding is available for nurses who have been employed for five (5) years or more in the Province, who are members of the Newfoundland and Labrador Nurses' Union (NLNU), for a minimum leave period of six weeks up to a maximum of twelve months.

    1.1 The nurse must have been employed the equivalent of five (5) years of full-time regular hours.

    1.2 The nursing education program shall provide continuing education in the theory and practice of nursing from an approved/accredited educational institution/program, e.g. Post-Basic Specialty courses in Nursing, courses toward a degree in nursing (BN, MN, PhD.), Nurse Practitioner.

    1.3 The nursing education program shall require full-time study as defined by the educational institution.

    1.4 The amount of educational leave funding will be based on employment status/hours of employment at the time of application for educational leave funding and as stated in the nurse's letter of appointment to her/his current position.

    1.5 The educational leave funding shall be at the rate of two-thirds (2/3) of the nurse's base salary up to a maximum of two-thirds (2/3) of the full-time hours. The funding will not include contributions to health insurance and pension plans. If the nurse wishes to continue contributing to these plans, s/he is responsible for making her/his own arrangements to do so with the employer.

    1.6 The amount of educational leave funding for nurses who have been students in the previous year will be based on the letter of appointment.

2. Educational Leave Funding is not available to casual employees, as per Article 2.01(a) of the NLNU Collective Agreement.

3. The nurse shall apply for ELF in accordance with the Criteria for Application.

4. The ELF Committee will select recipients based on the Criteria for Selection.

5. The nurse shall sign an agreement with the Newfoundland and Labrador Health Boards Association (NLHBA), the Newfoundland and Labrador Nurses' Union (NLNU) and Treasury Board to return to the service of an employer as outlined in Schedule "C" for a period of time equal to two (2) times the length of educational leave granted.

6. Funding from other sources will not influence the granting of educational leave funds.

7. Educational leave funding will be awarded for a specified program/time period. If the nurse is unable to accept the funding as specified, an alternate will be awarded the funding and the nurse will be required to reapply for educational leave funding in the future.

8. The educational leave funding will be awarded from the first day of class until the last day of examinations as specified by the program of study (e.g. fifteen weeks for Memorial University).

    8.1 If funding is granted for more than one semester, the fund will not be awarded between semesters.

    8.2 If funding is granted for more than one semester, the nurse must successfully complete the previous semester.

9. The nurse must give an uninterrupted return in service to the employer upon completion of the leave. Exceptions may be made for extended sick leave, maternity leave, and where both the nurse and the employer agree. The employer must advise the NLHBA of any circumstances which may cause a break in service commitment.

    9.1 Any time worked while enrolled in the program, either as part of the program or independent of it, shall not constitute part of the nurse's return service commitment.

    9.2 If a nurse wishes to return to her/his former position on completion or withdrawal from the education program, s/he shall give the employer an advance notice in writing of at least three (3) weeks. The nurse shall then be reinstated in her/his former position.

    9.3 If a nurse wishes to seek employment with an alternate employer as outlined in Schedule "C", s/he must give her/his employer at least three (3) weeks notice and s/he must commence employment within one hundred twenty (120) days of completion or withdrawal from the education program.

10. Educational leave funding shall terminate when a nurse discontinues the education program before its completion.

10.1 The nurse granted funding is responsible for notifying the NLHBA no later than forty-eight (48) hours if s/he discontinues the program before it is completed or fails to adhere to the return service commitment.

10.2 If either of the above occur, the nurse shall be required to repay the fund on a pro-rata basis in accordance with the amount of return service completed.

10.3 The nurse shall be required to repay the full amount of funds owed in a lump sum or repay the amount owed over a period of time up to a maximum of three (3) years. Interest will be charged from the time the nurse discontinues the education program or return service commitment. An interest rate of prime* plus two (2) percent will be charged on the amount owed.

10.4 The Trustee will be responsible for the recovery of any funds owed.

*Note #10.3: Bank of Canada Rate

April 30, 2007

Newfoundland and Labrador Nurses' Union

Newfoundland and Labrador Health Boards Association

EDUCATION LEAVE FUND
As per Article 23.04(g) of the
NLNU Collective Agreement

WRITTEN UNDERTAKING FOR RETURN TO SERVICE

Article 23.04(g):

> As a condition of the granting of funded educational leave, an employee shall give a written undertaking to return to the service of an Employer as defined in Schedule "C" for a period of time equal to two (2) times the length of educational leave granted.

I, _____, agree to uphold this return to service commitment
(Please Print)
for _____weeks in return for _____weeks education leave granted.

_____ _____
Signature Date