

**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](http://www.nlnu.nf.ca), and [www.nlhba.nf.ca](http://www.nlhba.nf.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 a nursing manager in the employing agency.

11. In order to determine the amount of educational leave funding, the candidate must submit from her/his employer:
  - 11.1 Full-time status – a letter of appointment indicating employment status and verification of current classification and step
  - 11.2 Part-time status – a letter of appointment indicating employment status and bi-weekly guaranteed hours and verification of current classification and step
12. 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.

\*Note #8: The deadline for programs commencing between August 2004 and June 2005 is April 30, 2004.

November 14, 2003