

What is ELF?

Educational Leave Funding 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.nf.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(b) 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.nf.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:

For programs from
August 2004 to June 2005:

April 30, 2004



**Newfoundland
And Labrador
Nurses' Union**

Educational Leave Funding (ELF)

