



**DEFERRED SALARY LEAVE PLAN  
MEMORANDUM OF AGREEMENT**

**FORM 415-01**

I have read and understand the terms and conditions of Administrative Procedure 415 - **Deferred Salary Leave Plan** and I agree to participate in the Plan under the following terms and conditions:

**1. Commencement**

My deferrals shall commence \_\_\_\_\_, 20 .

**2. Number of Years of Participation**

I shall participate in the plan for \_\_\_\_\_ years (not to exceed six (6) years), and my leave of absence shall immediately follow thereafter but subject to the provisions of paragraph 3 below.

**3. Period of Leave**

In accordance with clause 4.6 of Administrative Procedure 415, I shall take my leave of absence for the school year from September 1, 20\_\_\_\_\_, to August 31, 20\_\_\_\_\_, but I shall have the right in accordance with clause 4.5 of the Administrative Procedure to postpone such leave for twelve (12) months and the Board shall have the right, in accordance with clause 4.4 of the Administrative Procedure, to defer such leave for twelve (12) months.

**4. Funding of Leave of Absence**

In accordance with clause 3.1 of the Administrative Procedure, I direct that the Division withhold \_\_\_\_\_ percent (not to exceed thirty-three and one third (33 1/3) of my current compensation amount during my participation in the plan). I understand that I may, by written notice given to the Board one (1) month prior to September in any year, alter the percentage amount for the next or subsequent years.

5. The Alberta Treasury Branch (Edson) is the Administrator of deferred funds where deposits are made in accordance with this plan.

**6. Service Commitment**

I understand I must provide a service commitment to the Division for a period of not less than the period of leave.

Dated: \_\_\_\_\_  
Participant's Signature

**Agreed to by the Division:**

Dated: \_\_\_\_\_  
Superintendent's Signature

**7. Personal Information (please print):**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Birthdate: \_\_\_\_\_

S.I.N.: \_\_\_\_\_