Release Authority to Teach Elsewhere

A teacher completes this form when a he/she is appointed to a position in another Province or is seeking a teaching position in other Provinces. This form ensures a teacher's salary is redirected to the new teaching location and debited to the correct Provincial budget. Please note: Complete either Section 2 or Section 3.

1. Teacher's Details (Please print. Use block letters)

Family Name:..... Given Name(s):.....

Previous Name:..... Employee Number: | | | | | | | | |

Province:..... Current School:.....

School Code: | | | | | | Position Number: | | | | | | | | | | |

2. Release to Accept an Appointment (Please Note: Complete either this Section or Section 3. Do not complete both)

I am seeking release from this Province to accept a position offered to me by another Provincial Appointing Authority. I understand this release means I forfeit any tenured position I hold in this Province. I understand I will be placed on leave without pay, not to count as service, until I take up my new position and the appropriate resumption of duty paperwork is finalised. Failure to take up a position within 12 months may result in me being deemed to have resigned under the Teaching Services Act Section 24 (4) if I do not advise the Teaching Service Commission of my situation

Position Details

Province offering Position: ..... School of Appointment: .....

School Code: Position Number | | | | | | |

Commencement Date (ddmmyy) | | | | | | | Requested Release Date (ddmmyy) | | | | | | |

Teacher's Signature: ..... Date: .....

3. Release to Seek Positions Elsewhere (Please Note: Complete either this Section or Section 2. Do not complete both)

I am seeking release from this Province to pursue employment as a teacher in other Provinces. I understand this release means I forfeit any tenured position I hold in this Province. I understand I will be placed on Leave Without Pay (Section 103), not to count as service, until I take up my new position and the appropriate resumption of duty paperwork is finalized. Failure to take up a new position within 12 months may result in me being deemed to have resigned from the Teaching Service under TSA Sec. 24 (4) if I do not advise the Teaching Service Commission of my situation.

Requested Release Date (ddmmyy) | | | | | | |

Teacher's Signature: ..... Date: .....

4. Province Action

Your request for release from this province has been APPROVED NOT APPROVED (Delete one)

Reason (if not approved): .....

Leave without pay, not to count as service, is approved from (ddmmyy): | | | | | | |

Leave without pay will be cancelled once it is verified you have commenced duty at a new position.

Signature: ..... Date: .....
(PEB Chairman)

Office Use

Leave Management
Leave details entered into pay system: .....
Action Officer:..... Date: .....
Document Filed: .....

File Management
Salary File Received: Yes No (Delete one)
Filed in Transit File:..... Date: .....
Action Officer:.....
New Province:.....
Dispatch Date: .....
Action Officer:.....