Madawaska Valley

Association For

Community Living

**POLICY: DEVELOPMENTAL SERVICE WORKER EDUCATION LOAN POLICY**

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**CATEGORY: FINANCIAL**

It is the Association’s policy to ensure that their employees have opportunities to upgrade their skills whenever it is possible. The Association promotes and encourages the upgrading of employee education and skills through ongoing training and development activities.

**The following criteria must be met:**

1) If MVACL is financially able to do so, an interest free loan for the continuation of education towards the employee’s Developmental Service Worker Diploma up to $1000.00 will be considered and may be offered to an employee to assist in this endeavor.

2) The employee did not receive Apprenticeship achievement incentive payments

3) The employee provides documentation of registration and textbook costs

4) The Employee must have successfully completed one year’s service prior to the request for an education loan.

The employee will make this request directly to their manager. Further information is available through Human Resources.

A contract will be signed and MVACL will deduct either $25.00 or $50.00 from each pay for a maximum duration of 2 Years, or until the education loan has been repaid in full.

During this two (2) year contract if there is an approved leave of more than 30 days you will need to meet with the Finance Department to discuss the method of payment in your absence.

Once the education loan has been repaid in full, the employee may make another request.

In the event that your employment at MVACL is discontinued you will be required to pay the balance in full

