

ROLLING RIVER SCHOOL DIVISION POLICY

Extra-Curricular Activities

GCKA/P

The Rolling River School Division Board of Trustees acknowledges the importance of extra-curricular activities as an integral part of each student's educational experience. An employee who assumes duties in connection with extra-curricular activities will be eligible for time off in recognition of their contributions to the extra-curricular activities of the school.

Definition:

- "Extra-curricular activities" will be defined as student-related, athletic, social, recreational and cultural activities, occurring outside the normal school day that has received prior approval from the school principal.
- The principal is responsible for the administration of the policy including the assigning of extra-curricular duties and record keeping. Any questions related to the interpretation of this policy will be referred to the Superintendent's Department.
- An employee who participates in extra-curricular activities will be entitled to a paid leave of absence of one (1) day provided that he or she performs fifty (50) hours of eligible extra-curricular duties during a school year. An employee will be eligible to earn up to two (2) days of extra-curricular leave per school year.

Index Regulation

Date Adopted: June 17, 1999
Date Revised: November 3, 2005
Date Revised: December 9, 2009

ROLLING RIVER SCHOOL DIVISION REGULATION

Extra-Curricular Activities

GCKA/R

Guidelines:

- Extra-curricular leave day(s) will be granted to an employee upon providing at least two (2) days notice to the Principal and will be conditional if needed, upon the availability of a suitable replacement employee.
- Extra-curricular leave days earned in a school year may be carried over to be used by December 31st of the next school year.

Index Policy

Date Adopted: June 17, 1999

Date Revised: November 3, 2005

Date Revised: December 9, 2009

ROLLING RIVER SCHOOL DIVISION REGULATION

Employee Extra Curricular Leave Procedures

Effective December 9, 2009

1. The School Principal will provide each employee with an Employee Extra Curricular Leave Log form at the start of each school year.
2. The employee is responsible to complete and maintain a record of the dates and times of his/her extra curricular hours on the Employee Extra Curricular Log form.
3. The employee will sign, date and submit the completed Employee Extra Curricular Log form to the School Principal within two weeks of completion of fifty (50) accumulated hours.
4. The School Principal is responsible to review and approve all extra curricular hours submitted by school staff. The Principal will sign the original Employee Extra Curricular Log form as approved and forward it to the Assistant Superintendent, Division Office. The Principal may maintain a copy of the Log in a file at the school.
5. The Assistant Superintendent will verify the Employee Extra Curricular Log form and forward to the Accounts-Payroll Supervisor.
6. The Accounts - Payroll Supervisor will record the approved extra curricular leave entitlement in the payroll system. The entitlements will be listed with other leave entitlements on employee pay vouchers and the Accounts-Payroll Supervisor will forward a report to School Principals on employee leave entitlements on a regular basis.
7. An employee will request a leave of absence using the extra curricular accumulation on the Leave of Absence Request form and have it approved by the School Principal. The School Principal will ensure the employee requesting the leave has sufficient extra curricular leave entitlement prior to approving a request for extra curricular leave.
8. The School Principal will forward the original signed and dated approved Leave of Absence form to the Assistant Superintendent. Replacement employees will be reported in the Sub Booking System for teachers and on the Support Staff Absence Report for Support Staff.
9. The Accounts -Payroll Supervisor will regularly review the employee extra curricular leave entitlement and remove unused accumulated extra curricular days from the prior school year on December 31st each year.
10. All Employee Extra Curricular Leave Logs for a school year must be submitted to and received by the Accounts-Payroll Supervisor by the last school day of the school year.

Examples of Activities Approved as Extra-Curricular	Examples of Activities that are Not Extra-Curricular
Supervision of Voluntary Student Clubs, Activities and Sports (e.g. Student Council, Yearbook, Dances, Interscholastic Sports, TADD etc.)	Parent Teacher Interviews and meetings with parents, students and other staff / agencies regarding students.
Intramural Sport Supervision (if volunteered in addition to a teaching assignment)	School Open House
Family Fun Nights	Preparation, participation / supervision/ instruction of activities where all students in a school or class participate like Christmas and Spring Concerts, Volunteer teas.
	Intramural Sport Supervision (if assigned as part of a teaching assignment)
	Teachers doing Lunch Supervision
	Classroom Field Trips (including time spent preparing and participating)
	Year End Awards Ceremonies
	Staff meetings
	Travel time and participation in Professional Development

