Beautiful Plains School Division

LOG FOR EXTRA CURRICULAR HOURS

This log for extra curricular hours must be attached to the Teacher Request for Personal/Extra Curricular Leave form. Only 25 or 50 hours of required time should be included on this form to substantiate your leave request.

Name of Teacher: _____

Date	Approved Activity	Hours	Date	Approved Activity	Hours

Total Hours: 0

☐ ***I have accumulated 50 hours (listed above) of extracurricular time after April 30th and wish to carry over an extra curricular day to the next school year.***

_____ _____
Date Signature of Teacher

_____ _____
Date Signature of Principal

See Over →

6.04 Extra-Curricular Activities

1. Participation in extra-curricular activities by Teachers is voluntary.

2. The parties acknowledge the importance of extra-curricular activities as an integral part of each student's educational experience.

3. "Extra-curricular activities" means student-related athletic, social, recreational and cultural activities, with the written approval of school administration occurring outside the normal School Day, but does not include activities related to academic or instructional matters or curriculum subjects outside the normal School Day, whether such occur alone or with students, parents or administrative staff, such as (without limitation) staff meetings, parent/Teacher meetings, committee work, in-service sessions, marking and setting examinations, or marking school assignments.

4. An eligible extra-curricular activity is an activity which has received prior approval from the school principal.

5. In any School Year a Teacher shall be entitled to a paid leave of absence of one (1) day provided that they perform fifty (50) hours to a maximum of three (3) days leave for one hundred and fifty (150) hours of eligible extra-curricular duties during a School Year. A part-time Teacher shall be entitled to the equivalent time off as a full time Teacher. The date for such leave shall be agreed upon between the Teacher and the principal.

6. A Teacher who accumulates at least twenty-five (25) hours can access a half (1/2) day up to a maximum of two (2) half (1/2) days in a School Year.

7. A Teacher who accumulates at least fifty (50) hours and where such fifty (50) hours are not accumulated until after April 30th, shall be entitled to carry forward one (1) day of leave into the subsequent School Year to be used by the end of the following School Year.

8. In the event that a Teacher does not accumulate sufficient hours up to a Teacher's first half (1/2) day (i.e. less than twenty-five (25) hours) to qualify for their leave, the Teacher may carry forward those hours to the following School Year. When a half (1/2) day is earned in the subsequent School Year, the half (1/2) day must be completed and used within that School Year.

9. Teachers authorized to engage in approved extra-curricular activities shall be reimbursed for reasonable out of pocket expenses including documented mileage and meal expenses related to such activities as per School Division policy/procedures and/or School Division authorization.

10. Leave requests must be submitted at least five (5) days in advance of the requested leave, whenever possible. Leaves shall be approved by the School Division.

11. School Divisions shall provide direction for the process for how hours are to be recorded.

12. Extra-curricular is subject to the following:

a) The School Division is able to find a substitute Teacher;

b) Extra-curricular leave will not be accessed on scheduled administrative, professional development or parent/Teacher days unless a special exemption is granted by the School Division.