



# 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: \_\_\_\_\_

*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 →

Article 21: **Extra-Curricular Activities**

The parties acknowledge the importance of extra-curricular activities as an integral part of each student's educational experience. Teachers authorized to engage in approved extra-curricular activities shall be reimbursed for their proven reasonable and actual out of pocket expenses, excluding lodging. An eligible extra-curricular activity is an activity which has received prior approval from the Division. A list of approved activities pertaining to this clause will be developed by a joint committee of two representatives from the Division and two representatives from the Association. Activities can be added to the list at any time subject to a recommendation by the committee. The entire list of activities will be reviewed by the committee in view of additions and deletions immediately after signing of future collective agreements.

- i) A teacher who accumulates at least fifty (50) hours of approved extra-curricular activities in a school year or in the course of two consecutive school years shall be entitled to one day of extra-curricular leave. The maximum number of hours considered in a school year is one hundred (100) and the maximum leave earned in any one school year is two (2) days. However, commencing in September 2015, and thereafter, a teacher who accumulates at least twenty-five (25) hours of approved extracurricular activities in a school year or in the course of two consecutive school years shall be entitled to a half-day of extra-curricular leave for each twenty-five (25) hours. The maximum number of hours considered in a school year is one hundred (100) and the maximum leave earned in any one school year is two (2) days (four (4) half-days).
- (ii) The date for such leave shall be agreed upon between the principal and the teacher subject to the availability of a suitable substitute. For schools with less than twenty f.t.e. teachers employed no more than one teacher per school shall be granted this leave on any one day to extend Christmas Break, Spring Break or at the beginning or end of the school year. For schools with twenty or more f.t.e. teachers employed no more than two teachers per school shall be granted leave on any one day to extend Christmas Break, Spring Break or at the beginning or end of the school year. Approved leave requests accompanied by an approved summary of extra-curricular hours are to be submitted to the Division Office prior to the leave.

Such leave shall not be cumulative beyond the current school year other than the exception outlined in this paragraph. An employee who accumulates at least 50 hours under this clause and where such 50 hours are not accumulated until after April 30<sup>th</sup>, such employee shall be allowed to utilize the extra-curricular day(s) of leave in the subsequent year. However, commencing in September 2015, and thereafter, an employee who accumulates at least twenty-five (25) hours under this clause and where such half-day is not accumulated until after April 30<sup>th</sup>, such employee shall be allowed to utilize the extra-curricular half-day in the subsequent year. Teachers wishing to carry forward a half-day/day(s) under this paragraph shall submit to the Division a summary of their accumulated hours by June 30<sup>th</sup>. In no case shall the number of extracurricular days taken in an academic year exceed three (3) days (six (6) half-days).

This leave cannot be used in combination with other leave days provided for in article 11.04 of this agreement.