

DIVISIONAL DIRECTORS, LEARNING COACHES AND SCHOOL-BASED ADMINISTRATIVE LEAVE

Background

In the course of carrying out their duties, Divisional directors, learning coaches and school-based administrators put in a considerable degree of extra time outside of regular school hours and regular operational days. This includes, but is not limited to, evening meetings, readying the school and Division over the summer months, and giving up occasional weekends. In recognition of this extra time and effort, the Board will allow for the claiming of two (2) days of leave with pay and benefits as per article 9.4 of the ATA collective bargaining agreement as per the following procedures. These two (2) days of leave are in addition to the three (3) days of leave allocated by article 9.2(b) of the collective agreement.

Procedures

1. Employees designated as directors, learning coaches, Principals and Vice-principals will be entitled to two (2) days of leave for personal use subject to the approval of the Superintendent or designate at no cost to the principal, vice principal, director, learning coach or the school for a substitute teacher, if a substitute teacher is required.
2. To access these days the request for leave must be submitted in writing to the Superintendent or designate at least two weeks in advance of the date requested.
3. All requests must be approved by the Superintendent or designate before the school-based administrator director, or learning coach is allowed to use the day(s).
4. The absence must be entered for payroll purposes whether or not a substitute is required.
5. For vice principals requesting access to these days, the written request must cite that the request for leave has been discussed with the principal.

Reference: School Act Section 111, Collective Agreement between the St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38 and the A.T.A., Framework Agreement between the province of Alberta, A.T.A. and A.S.B.A.