

Administrative Procedure 406

COMMUNITY SERVICE LEAVE

Background

The Division recognizes the value of employees being involved in public office and community organizations.

Procedures

1. Upon application to the Superintendent or designate, provision may be made for a staff member to attend a function relating to his/her position in public office, or leadership role in an executive position in a community organization, with up to two days leave per school year.
2. The employee shall immediately following the leave be responsible for paying the cost of the substitute, whether a substitute is required or not. Payment shall be made to Golden Hills School Division and attached to the month end documentation.

Reference: Section 60, 61, School Act