



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GCKA – EXTRA-CURRICULAR ACTIVITIES

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 paid leave 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.

Guidelines

- Extra-curricular leave day(s) will be granted to an employee upon providing at least two (2) days' notice to the Principal/Employee's supervisor 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.

Date Adopted: June 17, 1999

Date Revised: November 3, 2005

Date Revised: December 9, 2009

Date Revised: May 2, 2012

Date Revised: June 19, 2013

Date Reaffirmed: November 13, 2017

Date Revised: September 19, 2018

Date Reaffirmed: October 5, 2022



Rolling River School Division

EMPLOYEE EXTRA-CURRICULAR LEAVE PROCEDURES

1. The employee is responsible to complete and maintain a record of the dates, times and description of his/her extra-curricular hours on the Employee Extra-Curricular Log form. *(located on the RRSD webpage - in Atrieve web portal under My Forms.)*
2. Claims for before school extra-curricular must end no later than 8:45 a.m. Claims for after school extra-curricular activities do not start before 3:30 p.m. The exception to this are claims for small school feeder bus student supervision. Claims for supervision of feeder bus students must end no later than 8:30 a.m. and/or 4:00 p.m.
3. The employee is to complete and submit the Employee Extra-Curricular Log form to their supervisor upon completion of 25, 50, 75, or 100 accumulated hours.
4. The School Principal is responsible to review and approve all extra-curricular activities and hours submitted by employees. *(To approve, the supervisor must log in into Atrieve web portal and go to their Task Manager and electronically approve. The form will electronically route to the **Instruction Curriculum and Technology Coordinator (ICT).**)*
5. The Coordinator Curriculum and Technology will review and approve the Employee Extra-Curricular Log form. *(Once approved, the form will electronically route 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.
7. An employee will submit an Absence Request related to banked extra-curricular hours as Extra Curricular Leave.
8. The School Principal/Employee's supervisor will approve the Absence Request and schedule a replacement employee if needed.
9. The Accounts-Payroll Supervisor 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 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	Intramural Sport Supervision (if assigned as part of a teaching assignment)
	Year End Awards Ceremonies
	Staff meetings
	Travel time and participation in Professional Development