

Administrators' Personal Leave



EDMONTON CATHOLIC SCHOOLS


Administrative Regulation 208.4

A. Principals

1. In recognition of the level and complexity of responsibility that principals spend in the administration of their schools, the Edmonton Catholic School District has implemented the following procedure for the claiming of up to two days personal leave with pay for employees with principal designations.
2. Employees working within the ATA collective agreement who maintain a principal's designation are entitled to two additional days [beyond those allocated by Collective Agreement - Article 6.2 (d)] for personal use subject to the approval of the Assistant Superintendent, Human Resource Services, at the cost of a substitute teacher if a substitute teacher is required. Such costs, if incurred, must be paid by the school.
3. In order to access these personal days the principal must:
 - Submit the request in writing to the Assistant Superintendent, Human Resource Services with a copy to the Assistant Superintendent, District Educational Services at least two weeks in advance of the date requested.
 - All requests must be approved by the Assistant Superintendent, Human Resource Services before a principal is permitted to utilize the day(s).
 - The absence must be entered in the AESOP system whether or not a substitute is required.
 - The absence is entered as "81 - no sub required"
"82 - sub required"

B. Assistant Principals

1. In recognition of the support that assistant principals provide to school principals in the administration of their schools, the Edmonton Catholic School District has implemented the following procedure for the claiming of up to one day personal leave with pay for employees with assistant principal designations.
2. Employees working within the ATA collective agreement who maintain an assistant principal's designation are entitled to one additional day [beyond those allocated by Collective Agreement - Article 6.2 (d)] for personal use subject to the approval of the school principal at the cost of a substitute teacher if a substitute teacher is required. Such costs, if incurred, must be paid by the school.
3. In order to access these personal days the assistant principal must:
 - a. Be approved by the principal in writing before an assistant principal makes the request for the day to the Assistant Superintendent, Human Resource Services.
 - b. Submit the request in writing to the Assistant Superintendent, Human Resource Services with a copy to the Assistant Superintendent, District Educational Services at least two weeks in advance of the date requested. This request must include the approval of the day by the principal.
 - c. All requests must be approved by the Assistant Superintendent, Human Resource Services before an assistant principal is permitted to utilize the day(s).
 - d. The absence must be entered in the AESOP system whether or not a substitute is required.
 - e. The absence is entered as "81 - no sub required"
"82 - sub required"

Reference: School Act Section 111	Approved: 
Cross-reference: AP 203	Date Approved: March 3, 2003 Date(s) Revised: May 10, 2003, February 17, 2004; December 7, 2005, March 20, 2009