

## Administrative Procedure 436

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### ADMINISTRATOR'S PERSONAL LEAVE

#### Background

In recognition of the level and complexity of responsibility that principals spend in the administration of their schools, the Division has implemented the following procedure for the claiming of up to two days personal leave with pay for employees with Principal designations.

In recognition of the support that assistant principals provide to principals in the administration of their schools, the Division has implemented the following procedure for the claiming of up to one day personal leave with pay for employees with Assistant Principal designations.

#### Procedures

##### 1. Principals

- 1.1 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 Superintendent, Human Resource Services, at the cost of a substitute teacher if a substitute teacher is required. Such costs, if incurred, must be paid from the school's budget.
- 1.2 In order to access these personal days the Principal must enter the absence in Absence Management whether or not a substitute is required.
- 1.3 Approval for the absence by the Superintendent, Human Resource Services, will be communicated through Absence Management.

##### 2. Assistant Principals

- 2.1 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 Principal at the cost of a substitute teacher if a substitute teacher is required. Such costs, if incurred, must be paid from the school's budget.
- 2.2 In order to access these personal days the Assistant Principal must enter the absence in the Absence Management whether or not a substitute is required.

- 2.3 The absence will first be approved by the Principal, followed by the Superintendent, Human Resource Services. Approval will be communicated through Absence Management.

Adopted: March 3, 2003

Reviewed/Revised: May 10, 2003, February 17, 2004, December 7, 2005, March 20, 2009, June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 204, 222, 225  
Employment Standards Code  
Labour Relations Code  
Collective Agreements