

Administrative Procedure 437

PART TIME LEAVE FOR ADMINISTRATORS

Background

The Division recognizes and supports administrators who wish to work part time for personal or educational reasons.

Procedures

1. Request must be made in writing to the Superintendent, Human Resource Services by March 1.
2. The leave may be extended annually. March 1 will be the date to confirm the extension.
3. The day(s) away must be consistent every week or rotation in secondary.
4. Administrators working part time must commit to attending required professional development and Division meetings when these events fall on their regular time away from duties. In those cases, the day(s) away from work may be altered.
5. Administrators working part time will not use the “normal” early dismissal day (meeting day) as one of their days away from work.
6. The Chief Superintendent may terminate a part time arrangement with an administrator by providing 30 days’ notice.
7. Assistant Principals only:
 - 7.1 Leave to be recommended by the Principal and approved by the Chief Superintendent.
 - 7.2 An acting Assistant Principal will be named for the period of the leave at the FTE to match the FTE of the leave.
 - 7.3 Leave FTE will be determined in consultation with the Principal.
 - 7.4 The time away may be full days, half days, or a combination of both.
8. Principals only:
 - 8.1 Approval by the Chief Superintendent.
 - 8.2 An Assistant Principal will be acting Principal during the leave and an acting Assistant Principal will be named for the period of the leave at the FTE to match the FTE of the leave.
 - 8.3 Leave FTE determined in consultation with the Chief Superintendent.
 - 8.4 The time away may be full days or half days.

8.5 Tuesday must not be one of the days considered for leave.

Adopted: June 19, 2006

Reviewed/Revised: 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