

Administrative Procedures Manual	Administrative Procedure 412
	Leaves for Assistance to Other Agencies
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019, August 2022
LEGAL REFERENCE:	Section 52, 53, 196, 197, 222 Education Act Employment Standards Code Labour Relations Act Collective Agreement

Background

During the school year, employees of the Division may be asked to provide assistance to other educational agencies such as Alberta Education. Examples of such assistance include work on curriculum committees, test development committees, or provision of in-service workshops.

For an employee to be chosen for assistance is recognized as an honour and benefit to the employee and the Division. It is recognized that such assistance usually entails extra work on the part of the employee.

Procedures

1. Leave for such assistance is to:
 - 1.1 Give primary consideration to the educational needs of students.
 - 1.2 Not place undue pressures on the other employees.
2. Employees granted leave for assistance will receive full salary, provided that the other agency reimburses the Division for substitute costs when substitutes are necessitated.
3. Employees are entitled to accept honoraria paid by other agencies for such assistance.
4. The Superintendent or designate may, at their discretion, rule on such assistance leaves for employees of the Division.