

<p>Personnel and Employee Relations 7002 Administrator's Absence From School</p>	Administrative Application	
	Last Reviewed /Approved on:	December 18, 2018
	References:	The Education Act, 1995, Sec. 175 Provincial Collective Bargaining Agreement, Art. 4.5 Policy 12 – Role of the Director
	Status:	Operational

Preamble

As school leaders, principals and vice-principals must minimize the number of days spent outside of the school during the school year. Even so, part of an administrator's role includes serving on committees. The Regina Catholic School Division (RCSD) utilizes these personnel on committees to improve process and make decisions that impact the school division. On occasion, principals and/or vice-principals will serve on committees outside of the school division.

Application

1. Principal and/or vice-principal absences for periods more than a half day shall be recorded on the absent dispatch system.
2. Principals and vice-principals shall attend the Director's, School-based Administrators', Elementary Administrators' and High School Function meetings. If a principal/vice-principal is unable to attend any of the meetings listed, they will inform the school's superintendent.
3. Principals who volunteer to serve on a number of committees shall be encouraged to consider the impact on their schools. Principals and vice-principals shall consult with the appropriate superintendent to review the number of days anticipated to be out of the school.
4. Process for booking a substitute:
 - a. When possible, Day 4 shall be used for meetings involving elementary administrators.
 - b. For full-day School-Based Administrator meetings, all schools will book one (1) substitute for the entire day and be entitled to half-day acting administrator allowance for the morning. The vice-principal will return to the school in the afternoon. Schools with no vice-principals will be allowed acting administrator allowance for the entire day.
 - c. For half-day meetings (Elementary Administrators' and/or Director's meetings), schools will book one (1) substitute for the morning and be allowed, a half-day acting administrator allowance.
 - d. For all other meetings, permission shall be required from the school's superintendent to authorize the hiring of an acting administrator.
5. Administrators will be provided with one (1) day time-in-lieu for each full day attended at CLASS (Catholic Leaders' Annual System Seminar). This day may not be carried into the following school year. Administrators must access the one (1) day provision in the current school year.