

<p><b>Personnel and Employee Relations</b> <b>7800</b></p> <hr/> <p>Staff Retreats</p>	<b>Administrative Application</b>	
	<b>Last Reviewed /Approved on:</b>	March 26, 2019
	<b>References:</b>	RCSD Master Calendar Policy 1 – Division Foundational Commitments and Board Strategic Plan Policy 12 – Role of the Director
	<b>Status:</b>	Operational

### Preamble

Staff retreat days are intended to foster in each staff member of the Regina Catholic School Division (RCSD) a personal conversion with Christ and an increased concern for others as a faith response to the social conditions of our time. The message of Jesus is fresh and ever new. That message must be brought to our staff members in the context of their daily lives as they interface with and provide witness to our faith with our students.

### Application

1. All staff members must attend an annual staff retreat. An equivalent of one (1) day is allocated for this.
2. School principals, on behalf of their staff, will request a retreat date by June 30 for the next school year. If the administrator cannot plan until the beginning of the new school year, this date is required by their superintendent no later than September 30 of the new school year. The application will include location, agenda/program, retreat master, and, if appropriate, celebrant.
3. Elementary schools will utilize a designated floating day.
4. The designated senior administrator must review retreat dates and plans before final approval. The school may be requested to select another date.
5. School principals shall review the school division Master Calendar prior to selecting a retreat date.
6. Upon Senior Leadership Team approval, the school retreat date shall be added to the Master Calendar.
7. The school based administrator shall notify the Transportation Officer of the date of the retreat for the purposes of cancelling transportation services.
8. Retreat programs should meet designated criteria:
  - a. The retreat must provide an opportunity for spiritual growth for the staff members.
  - b. Liturgical celebration is required, either of a Eucharistic or non-Eucharistic nature.

- c. The location chosen should be conducive to a spiritual experience for staff members. The retreat program (excluding a lunch period) should not be less than 5.5 hours in length. This time allotment does not include travel time for out-of-town retreats.
  - d. Staff involvement in planning and liturgical celebration is an important feature of a staff retreat experience.
9. The Coordinator of Catholic Education Services will endeavour to seek retreat directors for schools in the school division.