

Extracurricular Recognition (Hours and Leave)

As per the Collective Agreement, members are entitled to paid day(s) of leave based on the number of hours accrued through approved voluntary extra-curricular activities.

It is possible for members to earn paid leave based on the following thresholds:

- 25 hours = 0.5 day
- 50 hours = 1.0 day
- 75 hours = 1.5 days
- 100 hours = 2.0 days
- 125 hours = 2.5 days
- 150 hours = 3.0 days

There are many configurations by which a member can utilize the paid leave. Three days is the maximum, but you can use a combination of the full days or two half-days to get to the maximum of three (3).

- $0.5 + 0.5 + 1.0 + 1.0 = 3$
- $0.5 + 1.0 + 1.0 + 0.5 = 3$
- $0.5 + 1.0 + 0.5 + 1.0 = 3$
- $1.0 + 0.5 + 1.0 + 0.5 = 3$
- $1.0 + 0.5 + 0.5 + 1.0 = 3$
- $1.0 + 1.0 + 0.5 + 0.5 = 3$

Unexpected opportunities may come along that grow your hours in a way that you didn't anticipate, so the flexibility of the configurations allow for that.

Carry-over hours: The maximum number of hours that you can carry over into next year is the first 24 hours accumulated in the school year. Carry-over would only occur if you have not used at least a half-day of paid leave this year.

Carry-over days: You can carry over a day of paid leave into next year if you reach a 50-hour plateau after April 30. Please see the scenarios later in this document for more detailed information.

Check in with your principal or supervisor when you have questions about using hours for paid leave. Don't wait until the last minute to submit requests for paid leave.

Must-use cases:

- If you have completed enough hours for a half day or a full day of paid leave this year, you cannot roll over any extra hours into next year.
- If you have volunteered for 25 hours, regardless of when the 25th hour was completed, you are entitled to a half-day and need to use it this year.
 - If you want to be eligible for a full day of paid leave next year instead of a half day this year because you have plans that require a full day release, then you are permitted to only claim 24 hours this year, earn 26 next year, and get the full-day paid leave when you reach the 50 hour mark next year.
- If you earn all of your hours before April 30th, you must take the entitled paid leave day during this school year or lose out on the entitlement.

Scenarios:

- **Teacher earns up to 24 hours this year.**
 - Teacher can carry those hours forward, if they submit the tracking form to their principal before the end of June in order to lock in the time that they volunteered this year.
- **Teacher earns 25 hours this year.**
 - Regardless of when the 25th hour is earned (before or after April 30th), teacher is eligible for a half-day paid leave this year, and this year only.
- **Teacher earns 50 hours before April 30.**
 - If teacher had previously used a half-day of paid leave for 25 hours, then they are eligible for another half-day paid leave.
 - If teacher has not used any paid leave so far this year, they are entitled to a full day of paid leave this year, and this year only.
- **Teacher earns 50 hours after April 30.**
 - If teacher had previously used a half-day of paid leave for 25 hours, then they are eligible for another half-day paid leave this year, and this year only.
 - If teacher has not used any paid leave so far this year, they are entitled to a full day of paid leave this year, which they may carry over to next year.
- **Teacher earns 75 hours.**
 - If hours are accumulated prior to April 30, and if teacher has not claimed any half-days paid leave days yet, this entitles them one half day and one full day paid leave for this year, and this year only.
 - If teacher earns 75 hours, with a portion coming before April 30 and the rest coming after April 30, this entitles them one half day of paid leave to be used this year (and this year only) and one full day of paid leave that can be used this year or carried forward to next year. It cannot be used as one full day of paid leave to be used this year and one half day of paid leave to be carried forward to next year.
- **Teacher earns 100 hours.**
 - If hours are accumulated prior to April 30, teacher is entitled to two full days paid leave this year, and this year only.
 - If teacher earns 100 hours, with a portion coming before April 30 and the rest coming after April 30, this entitles them to a full day of paid leave this year (for first 50 hours earned prior to April 30) and a second full-day of paid leave that they may use this year or carry forward to next year.
- **Teacher earns 125 hours.**
 - If teacher has not already submitted two groups of 25 hours for two separate half days of paid leave, then they would be entitled to two full days of paid leave and one half day of paid leave, with at least one of the full days and the half day being taken in this year, and this year only.
 - If teacher earns 125 hours, with a portion coming before April 30 and the rest coming after April 30, this entitles them one half day of paid leave to be used this year (and this year only) and two full days of paid leave, where one day must be used this year and the other day can be used this year or carried forward to next year. It cannot be used as two full days of paid leave to be used this year and one half day of paid leave to be carried forward to next year.
- **Teacher earns 150 hours.**
 - If hours are accumulated prior to April 30, teacher is entitled to three full days paid leave this year, or two half days and two full days of paid leave to be used this year, and this year only.
 - If teacher earns 150 hours, with a portion coming before April 30 and the rest coming after April 30, this entitles them to two full days of paid leave this year (for first 100 hours earned prior to April 30) and a third full day of paid leave that they may use this year or carry forward to next year.

If you have any questions or concerns, contact the SRTA president

Extra-Curricular Activities

Flowchart

CUMULATIVE HOURS

