EXTRACURRICULAR ACTIVITIES—PAID LEAVE LOG FORM

School: Princess Margaret School	Teacher:	

Total Minutes Recorded on Activity Log below: _____

3,000 minutes required to bank a full extracurricular day, 1,500 minutes required to bank a half extracurricular day. In any school year you can bank up to three (3) Extracurricular Days.

Carry forward hours from the previous school year: Yes ☐ # Minutes _____ No ☐

GUIDELINES:

1. An EXTRACURRICULAR ACTIVITIES – PAID LEAVE PRE-APPROVAL form must be completed and signed by the school principal prior to the start of any extracurricular activities.
2. Once 3,000 minutes (full day) or 1,500 minutes (half day) of extracurricular activities have been logged, the teacher must bank the time in EmployeeConnect by submitting the completed EXTRACURRICULAR ACTIVITIES – PAID LEAVE PRE-APPROVAL form.

Teachers Signature: _____

Date: _____

Principal Signature: _____

Date Approved: _____

ACTIVITY LOG:

Activity	Date/s of Participation	Time Begin	Time End	Total minutes for this Day	Running Total of Minutes (3,000 required for each)
SAMPLE					
Minecraft Club	*28 – Sept- 2025*	*11:45*	*12:15*	*30*	*30*

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