EXTRACURRICULAR ACTIVITIES—PAID LEAVE PRE-APPROVAL

River East Transcona SCHOOL DIVISION

School: Select one	Teacher:	
Date submitted: Click here to enter a date		

List each of the extracurricular activities you are requesting pre-approval for.

Activity		Time Frame	Number of Hours	Admin Approval
a.				
b.				
c.				
d.				
e.				
Carry forward hours from the previous school year: Yes ☐ No ☐				

RETURN TO THE PRINCIPAL

GUIDELINES:

1. The principal will determine that the extracurricular activity is eligible as per the collective agreement. The principal must give prior approval prior to the commencement of the extracurricular activity. The teacher and principal will complete this standardized divisional approval form that will describe the extracurricular activity and recording of the eligible hours. The responsibility of monitoring the activity is that of the school principal.
2. Once 25 or 50 hours have been logged, the teacher will record the hours on the log form and submit through EmployeeConnect for approval. Once approved, the days will show in the teacher's leave bank.
3. Extracurricular leave days will be funded through the existing school budget.

FOR OFFICE USE

_____	_____	_____
Total hours completed	Principal	Date