

## **PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76**

### **POLICY GCBDE– Leaves for Assistance to Other Agencies:** **Honorarium Acceptance**

**The Board believes that it is an honor and a potential benefit for an employee to be chosen to provide assistance to other agencies.**

#### **DEFINITIONS**

This assistance usually takes one of two forms:

1. Short term work such as curriculum committees, marking committees, that are one time only or no more than 5 days; or
2. Long term work such as serving on standing committees, boards, etc.

#### **GUIDELINES & PROCEDURES**

1. Leave for such assistance should:
  - a) give primary consideration to the educational needs of the students; and
  - b) give consideration to the impact on other employees
2. Employees granted leave for short term assistance will receive full salary, and are entitled to accept honoraria paid for such short term assistance provided that the other agency or the employee reimburses the Board for substitute costs when required.
3. Employees granted leave for long term assistance and receiving honoraria will:
  - a) take holiday time to meet the obligations of serving on the standing committee/board, or
  - b) arrange for the other agency to reimburse the district for the cost of the person-days lost, or
  - c) turn over the honoraria to the school system
4. Approval for such leaves shall be at the discretion of the Superintendent.

#### **REFERENCES**

**Cross References:** links to

**Legal Reference:** School Act RSA 2000 Section 60

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