



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
 TITLE: LEAVES
 CODE: 4053 Earned Days Off – Noon Hour Supervision

Reference Matrix	
Education Act (1995)	
Other Relevant Acts	<i>Local Implementation and Negotiations Committee (LINC)</i>
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	<i>SEIU-West Collective Agreement</i>
Date Processed	June 1, 2016

Background:

Teachers in the Holy Family RCSSD No. 140 may volunteer to do the necessary supervision to protect the safety of children and property during the normal noon hour break.

The Board of Education will make provision for Earned Days Off in recognition of this.

Procedures:

1. Weyburn, Radville and Wilcox teachers who volunteer to participate in noon hour supervision collectively undertake to cover noon hour supervision duties.

Each teacher who volunteers and does noon hour supervision on a regular rotation (or proportionate part of a regular rotation) shall receive up to three earned days off, subject to this Procedure.

2. As the noon hour supervisor position is part of the SEIU-West bargaining unit in the community of Estevan, teachers who choose to undertake noon hour supervision in Estevan may only do so in the event that the Noon Hour Supervisor position has been posted and no suitable members of the SEIU-West bargaining unit have applied. The position must be posted **each** academic school year before an

Estevan teacher may volunteer to participate in noon hour supervision.

Each teacher who volunteers and does noon hour supervision may receive up to three (3) earned days according to the following allocation:

- 2.1 A teacher who undertakes seven (7) hours of noon hour supervision shall be entitled to one (1) earned day off.
 - 2.2 A teacher who undertakes fourteen (14) hours of noon hour supervision shall be entitled to two (2) earned days off.
 - 2.3 A teacher who undertakes twenty-one (21) hours of noon hour supervision shall be entitled to three (3) earned days off.
3. The scheduling, carry over, and pay out of the day or days of leave shall follow the same guidelines as Article 5 – Earned Days Off of the LINC Agreement.