

CO-CURRICULAR LEAVE – SUPPORT STAFF

Policy E.3.C

Frontier School Division recognizes the importance of co-curricular activities to the total education program for students. In appreciation for and recognition of the many volunteer hours spent by Division staff on co-curricular activities outside the normal school day, the Division will grant a maximum of six (6) one-half ($\frac{1}{2}$) days of leave with pay to qualifying staff.

As per the attached regulations, personnel must accumulate time for co-curricular leave. Accumulated time is based on approved activities involving contact time with students.

The procedures for accumulating and for taking co-curricular leave are as stated in the regulations.

Adopted September 1, 2009	Revised May 11-12, 2015	Revised February 10-11, 2025
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1. Qualifying Co-Curricular Activities

- a. Qualifying activities relate directly to authorized student activities.
- b. Qualifying activities are listed in Exhibit E.3.C-EX1 which shall be posted in all Division schools and offices.
- c. Qualifying activities are reviewed annually by Area Superintendents. Frontier School Division reserves the right to add to, delete from or amend the qualifying activities.

2. Accumulation of Hours

- a. To qualify for each one-half ($\frac{1}{2}$) day leave with pay, the staff member must accumulate twenty-five (25) hours of qualified co-curricular activities, accumulated to a maximum of six (6) one-half ($\frac{1}{2}$) days of leave.
- b. Hours of qualifying co-curricular activities accumulate during the period September to June, inclusive, of each school year. The accumulation of hours ceases at June 30 of each year.
- c. There is no carry-over of hours from June 30 to the next school year.

3. Conditions of Leave

- a. Leave may be taken as one-half ($\frac{1}{2}$) days or as full days.
- b. Leave shall be pro-rated for employees working less than full-time.
- c. The leave days earned to June 30 may be carried over to the fall term and taken prior to December 31. Any leave days not taken by December 31 shall be lost.
- d. There is no payment for a leave day not taken in accordance with the regulations.
- e. There is no accumulation of leave days beyond the six (6) one-half ($\frac{1}{2}$) days.
- f. Co-curricular leave cannot be used in conjunction with other leaves or to extend vacations. The definition of vacations includes summer, Christmas and spring breaks.

4. Applications for Leave

- a. Applications for co-curricular leave must be submitted to the school principal using the form in Exhibit E.3.C-EX2.
- b. The principal shall review and verify the request and forward it to the Area Superintendent for approval.
- c. Applications from school principals must be submitted directly to the Area Superintendent for review and approval.
- d. Approved requests are to be submitted following standard absence reporting procedures.

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CO-CURRICULAR LEAVE – SUPPORT STAFF, QUALIFYING ACTIVITIES

Exhibit E.3.C-EX1

1. Sports activities, including practice and travel time
2. Field trips, including travel time and fund-raising time directly related to the specific student activity
3. Concerts, drama and choir including practice time and performances
4. Student council
5. Yearbook
6. School Newspaper
7. Student clubs, including debating, travel, photography, band, fashion and others approved from time to time
8. Graduation committee
9. Outdoor education, beyond school hours
10. School-sponsored dances
11. Educational trips
12. Fund-raising activities for school projects/trips

Note: To ensure the list of qualifying activities is accurate and complete, it will be reviewed and adjusted annually by Area Superintendents.

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CO-CURRICULAR LEAVE – SUPPORT STAFF, ACTIVITIES REPORT

Exhibit E.3.C-EX2

This report shall be completed by staff who are requesting co-curricular leave as leave in lieu of compensation for twenty-five (25) hours of direct supervision of students outside of school hours.

EMPLOYEE _____ School _____
(NAME)

ACTIVITY	DATE	NON-SCHOOL TIME (in hours)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL HOURS _____

Date Submitted: _____

VERIFIED BY PRINCIPAL _____
Signature Date

In accordance with Policy E.3.C, I am requesting _____ (date) as co-curricular leave for the _____ school year.

Employee's Name

Forward a copy of this form to the Area Superintendent for approval. Approved requests are to be reported following standard absence reporting procedures.

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