

Directive: Compensatory Time

Category: School Programming and Student Services

PREAMBLE

The CSFY recognizes that in some circumstances the curriculum may require students and staff to take part in activities outside of regularly scheduled class time. The purpose of this directive is to specify the terms and conditions for planning and granting compensatory time for the secondary school experiential learning program recognized by the CSFY.

DIRECTIVE STATEMENT

This directive outlines the regulations, standards and procedures that apply to compensatory time for all CSFY students and staff, except in cases where it is otherwise provided for in the collective agreement.

TERMS AND CONDITIONS

1. The secondary school calendar shall be flexible in order to accommodate student and staff field trips.
2. Changes shall be planned and incorporated into the school calendar during the annual planning process. These changes shall be announced to the students' parents in June of the preceding year or, at the latest, during the first week of September.
3. The basis for calculating compensatory time **for staff members** is one day for every four nights spent on a field trip (for working days) and one day for each day of the weekend or statutory holiday spent on a field trip.
4. The basis for calculating compensatory time **for students** is one day for every six nights spent on a field trip (for working days) and one day for every two days of the weekend or statutory holidays spent on a field trip.
5. Compensatory time is calculated cumulatively from one field trip to the next, but it cannot be transferred to the following school year.

For example:

A Monday to Friday camp includes four nights. Staff members would be entitled to one compensatory leave day, but not the students. The students, however, would be able to bank their four nights.

If the same students went to another camp for three nights during a workweek, they would be entitled to one compensatory leave day and would have one night banked.

6. Compensatory time must be taken according to a predetermined schedule which takes into account the needs of the students. This schedule must be approved by the Executive Director.
7. No compensatory time shall be banked and no personal days shall be allocated in exchange for compensatory time without the permission of the Executive Director.