

COMPENSATORY TIME AGREEMENT 2023-2024

To: All Regular Technical/Paratechnical/Administrative Support Positions

In order to get 10 paid days off during the winter break from December 25th, 2023 to January 5th, 2024, inclusive, regular employees must work beyond their normal schedule so as to accumulate the appropriate compensatory time as **agreed and pre-approved** by your local school/centre team and your school/centre administrator.

Prior to September of any given school year, each local IASS team, in collaboration with the school/centre administration, will establish a list of work-related tasks and school/centre events or activities that can be used by employees as opportunities to work beyond their normal schedule to be applied as compensatory time. The school/centre administration will finalize the list of approved tasks to be used towards this "work-off" time.

- This arrangement is for the winter compensatory time only. This is not to be used for other compensatory or overtime.
- For automatically paid **full-time** (100%) support staff who are employed by the Board on or before December 25th, 2023, the compensatory time required is 28 hours or 4 days. For **part-time** support staff, the compensatory time is equivalent to 4 workdays prorated at their specific salary percentage.
- One PLA day may be used towards compensatory time. Replacement hours and Governing Board participation may not be used.
- Employees may wish to opt out of compensatory time and will NOT be paid for the 4 days off over the annual winter holiday period. Please notify Sharon Lingle no later than October 15th, 2023.

EMPLOYEE LAST NAME: _____ FIRST NAME: _____

EMPLOYEE #: _____ PLACE OF WORK: _____

YES _____ I wish to use one (1) of my PLA days, reducing my compensatory time to equivalent of 3 workdays.

List of agreed upon and approved work-related tasks, school/centre events or activities from the approved local list, established before September of the current school year, to be used towards this "work-off" time:

Task/Event/Activity	One time or Recurring?	Estimated Time
		TOTAL:

Date: _____

Signature of Employee

Signature of Principal/Centre Director

Please return signed arrangement to Sharon Lingle in Human Resources no later than October 15th, 2023.