

	EMPLOYEE SERVICES PROTOCOL ISSUE DATE: SEPTEMBER, 2005 Revised: April 2013	
	PROTOCOL NUMBER: GE04	AUDIENCE: ALL STAFF
CATEGORY: GENERAL	ATT JIM LAZEL	

EARLY CLOSING BEFORE STATUTORY / DESIGNATED HOLIDAYS

The following protocol applies generally to all central departments' support staff, Schedule II Employees and school-based support staff.

- This protocol permits eligible staff to leave work early on the day preceding a statutory holiday or on a day designated by the Board in lieu of Remembrance Day.
- This protocol does not apply to staff who provide direct service to students, such as teachers, lunchroom supervisors, educational assistants, or swim instructors.
- The statutory / designated holidays covered by this protocol are as follows:

Labour Day	Good Friday
Thanksgiving	Victoria Day
Christmas Day	Canada Day
New Year's Day	Civic Holiday (a non-statutory holiday)
Family Day	Board Designated day in lieu of Remembrance Day
- Regular, full-time support staff are permitted to leave all locations one hour early provided there is appropriate coverage of the school office.
- Regular, part-time support staff are permitted to leave all locations one half-hour early.
- ~~Per Diem and temporary staff may leave early but shall not be paid for this time.~~
- ~~School-based support staff may not leave their positions prior to the dismissal of students.~~
- Principals are responsible for ensuring the safe dismissal of students at the end of the school day.
- Managers/Principals must ensure that essential services are maintained through to the closure of the regular work day. Per Diem or temporary staff should not be left with the responsibility of closing an office or facility on early closing days.



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Notes:

- Principals with more than one staff person in the school office may allow clerical staff to leave early in accordance with the above provisions if the Principal believes that there is sufficient staff remaining to look after the office functions and service to students and parents. In this circumstance, office staff that does not leave early on these designated days may be allowed to leave an hour/half-hour early on an alternate day.
- Caretaking staff assigned to schools:
 - The day staff shift may leave an hour/half-hour early, pending coverage by the afternoon shift for their early departure.
 - The afternoon and midnight shifts will work their regular number of hours, less the hour/half-hour for early leaving.