



Date of Issue September 2007

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Subject **RELEASE OF ACADEMIC PERSONNEL TO CONDUCT WORKSHOPS, ETC. FOR EXTERNAL ORGANIZATIONS**

References

Links Administrative Council

Contact Human Resource Services

1. Personnel wishing to accept invitations to provide leadership in out-of-county activities on school days shall:
 - 1.1 Obtain the approval of their principal and superintendent of education;
 - 1.2 Send a letter to the Superintendent of Employee Services bearing the signatures of the principal and superintendent of education requesting approval to participate.
2. Requests will normally be granted when the following conditions are met:
 - 2.1 Suitable arrangements are made to cover the responsibilities of the staff member while absent;
 - 2.2 There is no cost to the Simcoe County District School Board;
 - 2.3 The teacher's out-of-pocket expenses are paid by the organization requesting the service;
 - 2.4 Where the Board is paying a teacher's salary while the teacher provides leadership elsewhere on regular school days, no fees shall be charged by the teacher.
3. A teacher may accept a gift or honorarium in recognition of evening and weekend preparation time. Teachers are advised to consult Revenue Canada regarding any implications related to income tax.

Approved September 1990

Revised June 1992; September 1992; September 2005, September 2007

Issued under the authority of the Director of Education