

1. Time-In-Lieu – Principals excluding Alberta Distance Learning Centre and Vista Virtual

Notwithstanding Section C7 of the Framework Agreement between the Province of Alberta, Alberta Teachers' Association (ATA), and Alberta School Boards Association (ASBA), the Superintendent will grant time-in-lieu consistent with the following guidelines:

- 1.1 Time-in-lieu will be granted in recognition of the additional days a Principal is required to work beyond the regular school year. This includes preparing the school for start-up and closing at the end of the school year.
- 1.2 Days-in-lieu will not exceed five (5) school days in any one given school year.
- 1.3 Principals require the Superintendent's approval to use days-in-lieu.
- 1.4 For the period of September 1, 2013 – August 31, 2016, pursuant to Section C7 of the Framework Agreement between the Province of Alberta, ATA, and ASBA, if a Principal uses fewer than two (2) days of time in lieu as of June 30th in any given school year, they will receive payment for the difference at 1/200th of their annual salary and allowance to a maximum of two (2) days.
- 1.5 Days-in-lieu may not be used to extend Christmas, Easter, Spring Break or Summer holiday breaks.
- 1.6 Days must be coordinated internally, so that not all administrators are away at the same time.

2. Time-In-Lieu – Associate Principals excluding Alberta Distance Learning Centre and Vista Virtual

- 2.1 Time-in-lieu will be granted in recognition of the additional days an Associate Principal is required to work beyond the regular school year. This includes preparing the school for start-up and for closing at the end of the school year.
- 2.2 Days-in-lieu will not exceed five (5) school days in any one given school year.
- 2.3 Associate Principals require their Principal's approval to use days-in-lieu.
- 2.4 Days-in-lieu may not be used to extend Christmas, Easter, Spring Break or Summer holiday breaks.
- 2.5 Days must be coordinated internally, so that not all administrators are away at the same time.

3. Time-In Lieu – Principals of Alberta Distance Learning Centre and Vista Virtual

- 3.1 As these schools are 'year round' schools and as such do not have a start-up and closing, administrators are excluded from this Administrative Procedure with the exception of Section C7 of the Framework Agreement between the Province of Alberta, ATA, and ASBA which relates only to Principals for the period of September 1, 2013 – August 31, 2016. Principals of ADLC/VV will be granted two (2) paid leave day(s) per school year, at a time mutually agreeable to the Principal and the Superintendent or designate. Failing agreement about whether the dates are mutually agreeable to the Principal and the Superintendent, the Division shall pay

out the unused paid leave days at 1/200th of the Principal's annual salary and allowance by the end of June each year.

- 3.2 Days-in-lieu will not exceed two (2) school days in any one given school year.
 - 3.3 Days-in-lieu may not be used to extend Christmas, Easter, or Spring Break.
 - 3.4 Days must be coordinated internally, so that not all administrators are away at the same time.
4. Time-In Lieu – Associate Principals of Alberta Distance Learning Centre and Vista Virtual
- 4.1 Associate Principals of ADLC will be granted two (2) leave days per school year, at a time mutually agreeable to the Principal.
 - 4.2 Days-in-lieu will not exceed two (2) school days in any one given school year.
 - 4.3 Associate Principals require their Principal's approval to use days-in-lieu.
 - 4.4 Days-in-lieu may not be used to extend Christmas, Easter, or Spring Break.
 - 4.5 Days must be coordinated internally, so that not all administrators are away at the same time.

Reference

[Section C7 of the Framework Agreement between the Province of Alberta, ATA and ASBA ATA Collective Agreement](#)