

Pembina Hills Public Schools supports post-secondary graduate studies and encourages employees to further their education.

1. Any employee who is actively pursuing post-graduate studies related to their position will have available to them a maximum of five (5) paid days of leave to be arranged in consultation with their Principal/Supervisor/Superintendent.
2. Employees are eligible to receive a maximum of five (5) paid days of leave from their position. This is a one-time entitlement, and does not extend itself to additional studies and/or additional days of paid leave.
3. Proof of enrolment must be provided to the Payroll Department in order to be eligible for the maximum five (5) days of paid leave.
4. In order to receive compensation, clearly indicate AP 40-25 in the explanation area of your timesheet.