

Pre-Approval Form

Pre-approval is approval from the school administrator that they support the extracurricular (ECR) activity and from the employee that they intend to accrue extracurricular hours. A pre-approval form signed by administrator must be submitted annually to the Human Resources Department by September 30. The pre-approval is confirmation that you have met with your principal and he/she has approved the extracurricular activity.

This is NOT a log of the ECR activities.

27.5 Extracurricular (ECR) hours = .5 of a day

55 Extracurricular (ECR) hours = 1 day

Extracurricular Activity Log Form

Effective September 2016 only logs in Excel format will be accepted. Logs must be detailed and specific. Each date must be entered separately. The Excel format is easy to use, it calculates the total as you enter the hours and has a place for signatures at the top. The sample Excel spreadsheet is available on AXIS at:

<http://axis/sites/adminOffice/hr/Shared%20Documents/Forms/AllItems.aspx>

This link is temporary until the new eShare portals are available. AXIS is accessible via any Pembina Trails computer.

Please submit logs once a year by May 31. Do not subtract days taken in your log. The log is intended for time accrued only. Your administrator may choose to verify logs more frequently, but please submit to HR only once.

Logs for time not yet completed will not be accepted. The only exception to this is by May 31 (due date) you can estimate hours for June activities in order to submit your log before the deadline.

Taking your ECR time

Submit a Leave of Absence Request form (GCC-E-1 for teachers or GDC-E for support staff) when you plan to take your ECR time. All logs must be received by May 31 of each year. If your ECR activity occurs in June please alert your HR department in advance. You will be notified at the beginning of June regarding your ECR balance.

A database of every pre-approval and log form received will be kept by Human Resources.

EXTRACURRICULAR PRE-APPROVAL FORM

This form must be submitted before the end of September.

Name: _____
Surname First

School: _____ ☐ Teacher ☐ Non-teacher

| Activity* | Time Frame (D/M/Y to D/M/Y) | Number of Eligible Hours | FOR OFFICE USE ONLY |
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| TOTAL HOURS | | | |

***Teachers of the academic curriculum that lead to performance and/or demonstration activities may log time after six hours of supervision of these extracurricular activities.**

- ☐ I have read and am familiar with Policy GBLA and Regulation GBLA-R and I understand that an extracurricular activity log must be submitted to the Human Resources Department in the Excel format provided.

| Employee Signature | Date |
|--------------------|------|
| | |

| Chief Human Resources Officer Signature | Date |
|---|------|
| | |

| School Administrator Signature | Date |
|--------------------------------|------|
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