



## Administrative Procedure 5077

# *Extra-Curricular Activity Leaves*

---

**Board Governance Policy Cross Reference:**

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

[Extra-Curricular Activity Planning Form](#)

[Extra-Curricular Activity Payroll Report Form](#)

---

**Legal/Regulatory Reference:**

[Collective Agreement between Manitoba School Boards Association and The Manitoba Teachers' Society \(Article 6.04\)](#)

---

**Date Adopted:** September 2025

**Amended:**

---

**Definition:** Extra-curricular activities are defined below and in the Collective Agreement Article 6.04-3 as follows:

“Extra-curricular activities” means student-related athletic, social, recreational and cultural activities, with the written approval of school administration occurring outside the normal School Day, but does not include activities related to academic or instructional matters or curriculum subjects outside the normal School Day, whether such occur alone or with students, parents or administrative staff, such as (without limitation) staff meetings, parent/Teacher meetings, committee work, in-service sessions, marking and setting examinations, or marking school assignments.”

### **Approval Process – Eligible Activities:**

An eligible extra-curricular activity is an activity which meets the definition in Article 6.04-3, and which has received prior approval from the school principal in accordance with the following:

Extra-curricular activities require principal approval prior to the start of the activity. Teachers seeking principal approval are required to submit a 5077Fa - Extra-Curricular Activity Planning Form to the principal, which must include:

- activity description;
- budget including possible teacher expenses, if applicable; and

- draft schedule for the event or school year (if activity includes more than one event) and include:
  - anticipated planning;
  - anticipated activities; and
  - estimated time commitment for **each activity**.

Approved plans will be kept on file at the school for one school year.

No hours will be recognized if not pre-approved by the school principal. Additional hours beyond what was pre-approved will only be recognized in exceptional circumstances (ex. weather issues).

### **Accumulation of Hours**

Teachers may accumulate extra-curricular hours by performing eligible activities in their designated school and with the pre-approval of their principal. Teachers may also accumulate hours for working in other BSD schools outside of their own school, with pre-approved principal permission from both schools. Note: Teachers who volunteer in other schools should make every effort not to miss school time in their teaching school. All sub costs would be billed to the school where the Teacher is volunteering for the extra-curricular activity. If there is a mix of schools for the extra-curricular activity, the principals will work out the appropriate sub costs designation.

Teachers may collect extra-curricular hours for pre-approved activities that occur during the Teacher's lunch time and that meet the definition of 6.04-3. It is up to the Teacher to volunteer to schedule such activities during their meal period.

Overnight trips count for extra-curricular hours, including the overnight hours. School principals and teams should plan overnight trips only when necessary.

Principals who wish to participate in eligible extra-curricular activities must obtain prior approval from their Senior Administrator.

### **Approval Process – Leave:**

Approved hours must be tracked on 5077Fb - Extra-Curricular Activity Payroll Report. For every 25 hours completed, the Teacher shall submit the signed Extra-Curricular Activity Payroll Report to the payroll department at [payroll@bsd.ca](mailto:payroll@bsd.ca) within 30 days of completion. Payroll will add this time to the teacher's bank, to a maximum of 150 hours, which is the equivalent of three (3) days.

Leave approval is based on guidelines set forth in Article 6.04 of the Collective Agreement.

### **Accumulation of Hours and Resulting Leave Time**

The Collective Agreement provides that, in each school year:

- The **maximum accumulation** for each teacher is one hundred fifty (150) hours of eligible extra-curricular activity, for a **maximum of three (3) days'** paid leave of absence (art. 6.04-5)
  - **If a teacher carries over** one day's leave pursuant to article 6.04-7, they are eligible for **up to four (4) days' paid leave total** in a school year
- A teacher is entitled to **one (1) day** paid leave of absence, provided they perform **fifty (50) hours** of eligible extra-curricular activities (art. 6.04-5).
- A teacher who accumulates at least **twenty-five (25) hours** of eligible extra-curricular activity can access a **half (1/2) day** paid leave of absence, up to a **maximum of two (2) half (1/2) days** in a school year (art. 6.04-6).

To summarize,

- 25 hours = ½ day leave
- 50 hours = 1 day leave
- Maximum accumulation per school year = 150 hours = 3 days leave
- Maximum possible leave time per school year = 4 days (3 days per year, plus 1 day carried over)
- Maximum number of half (1/2) days' leave per school year = 2 half (1/2) days

No hours or days will be carried over to the following year unless the two exceptions:

1. A Teacher who accumulates at least fifty (50) hours and where such fifty (50) hours are not accumulated until after April 30th, shall be entitled to carry forward one (1) day of leave into the subsequent School Year to be used by the end of the following School Year.
2. If a teacher does not accumulate sufficient hours up to a Teacher's first half (1/2) day (i.e., less than twenty-five (25) hours) to qualify for their leave, the Teacher may carry forward those hours to the following School Year. When a half (1/2) day is earned in the subsequent School Year, the half (1/2) day must be completed and used within that School Year.

All hours that meet the criteria in number 2 above that have less than 25 hours should be kept by the Teacher and a copy submitted to the principal at the end of the school year for a record for the following school year.

**Use of days and Processing:**

Please note that the use of extra-curricular days is subject to the limitations within Collective Agreement Articles 6.04-10 and 12. The article includes: Leave requests must be submitted at least **five working days** in advance of the requested leave for extra-curricular. Additionally, when submitting extra-curricular hours, the Division will require **at least 5 working days** to process the extra-curricular hours for the day to be eligible in your bank to use.