

District Code School Code

Employee on Leave: _____
Position: _____

Acting Employee: _____
Position: _____

SIN:

SIN:

Empl ID:

Empl ID:

Pay Period			Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri
From	To	Dates for Acting Employee										
		Leave Code for Employee										

Do not submit form if the conditions of Article 50.05 A to C of the Provincial Collective Agreement (below) have not been met.

School Authorization

Principal Name: _____

Principal Signature: _____

District Approval

Name: _____

Signature: _____

Payroll Use Only						
	E Code	Bonus Amount	Rate (See Below)		Number of Days	Total
Vice Principal Bonus	B25					
Principal Bonus	B26					
Vice Principal Bonus (Sub)	B30					
Principal Bonus (Sub)	B31					
Rates				Earnings Codes	B25 - Acting Vice Principal Bonus	
Teacher Replacing Principal (50.05A)		1/390	B26 - Acting Principal Bonus			
Vice Principal Replacing Principal (50.05b)		1/195	B30 - Acting Vice Principal Bonus (Sub)			
Teacher Replacing Vice Principal (50.05c)		1/195	B31- Acting Principal Bonus (Sub)			
Calculated by: _____			Signature: _____		Date: _____	
Actioned by: _____			Signature: _____		Date: _____	

(a) Subject to Clause 50.05(b), in the event that the principal is absent from the school for one (1) full teaching day, and where there is no vice-principal, a teacher on staff shall be designated as acting principal and shall for each period of less than four (4) consecutive days receive a per diem allowance at the rate of 1/390 principal's allowance. Payment to be made at the end of the school year.

(b) In the event that the principal is absent from the school for four (4) or more consecutive days, the vice-principal (or in a school where there is no vice-principal, a teacher on staff) shall be designated as acting principal and shall receive a per diem allowance at the rate of 1/195 principal's allowance.

(c) In the event that the vice-principal is absent from the school, or acting as principal for a period of four (4) or more consecutive days, a teacher on staff shall be designated acting vice-principal and shall receive a per diem allowance at the rate of 1/195 vice-principal's allowance.

