

POLICY GCBDE – Leaves for Assistance to Other Agencies: Honorarium Acceptance

It is an honour and a potential benefit for an employee to be chosen to provide assistance to other agencies.

PURPOSE:

To provide guidelines for situations where employees are chosen to provide assistance for other agencies

GUIDELINES & PROCEDURES

1. Leave for such assistance should:
 - a) give primary consideration to the educational needs of the students; and
 - b) give consideration to the impact on other employees
2. Short term leaves for committees are one-time only or no more than 5 days annually. Employees granted leave for short-term assistance will receive full salary and are entitled to accept honoraria paid for such short-term assistance, provided that the other agency or the employee reimburses the Board for substitute or agreed upon leave costs.
3. Long-term leaves include such activities as serving on standing committees, boards, etc. Employees granted leave for long term assistance and receiving honoraria will:
 - a) take holiday time to meet the obligations of serving on the standing committee/board, or
 - b) arrange for the other agency to reimburse the district for the cost of the person-days lost, or
 - c) turn over the honoraria to the school system
4. Approval for such leaves shall be at the discretion of the Superintendent.

REFERENCES

Cross References:

Legal Reference: [*Education Act*](#) Section 53

BM#: 189-96; 08-03, 20161027.1008; 20191128.1006; 20220929.1009; 20251030.1011

Next Review: 2028/2029