



## AP 5-702 – TEACHER PROFESSIONAL DEVELOPMENT OR REQUIRED WORK DURING THE SUMMER BREAK

### PURPOSE

---

To outline the procedures and expectations for teaching staff assigned to work and/or participate in Professional Development sessions during the summer break, as directed by the school division, and in accordance with articles 6.05 and 6.06 of the Provincial Collective Agreement.

### SCOPE

---

This procedure applies to all teaching staff who may be assigned or offered the opportunity to work or participate in Professional Development sessions during the summer period (July and August) for school- or Division-directed activities. It provides guidance for administrators in managing arrangements with teaching staff involved in such assignments or sessions.

### AUTHORITY

---

The Superintendent or designate may authorize and assign summer duties to teachers and/or approve professional development sessions in accordance with the collective agreement, related needs, and budget allocations. The details of the activities, arrangements or assignments are subject to the prior approval of the Division.

### PROCEDURE

---

- School administration will request approval from the Superintendent or designate by June 15<sup>th</sup> for summer work assignments and/or Professional Development sessions, in writing.
- The Superintendent or designate shall approve or deny requests by June 25<sup>th</sup> of each school year.
- If superintendent approval is provided, teachers will then be notified in writing of the scope, location, dates, hours, expectations, and compensation.
- Teachers may be assigned/offered opportunities based on subject matter, expertise, past performance, or specific project requirements.
- Participation in Professional Development sessions during the summer break shall be on a voluntary basis. The Division shall outline the details of the Professional Development session, including the time, date, and the resultant compensatory time equal to the number of days during the summer break that the teacher attended the Professional Development.
- Regarding compensatory time for required Professional Development during the summer, teachers shall submit their request for leave (equivalent days in lieu) to the Division and their Principal at least five (5) days in advance of the requested day, and such leave is subject to the Division's ability to secure a substitute teacher. The day in lieu will not be accessible on scheduled administrative, professional development or parent/teacher days, unless a special exemption is granted by the School Division.
- Teachers who are required to work during the summer break as directed by The Division shall receive an outline from the Division setting out the assignment, the dates thereof, and resultant compensatory time equal to the number of days during the summer break that the teacher was assigned to work during the summer break.
- Regarding the compensatory time for required work during the summer, teachers shall submit their request for leave (equivalent day in lieu) to the Division and their Principal at least five (5) days in advance



of the requested day, and such leave is subject to the Division's ability to secure a substitute teacher. The day in lieu will not be accessible on scheduled administrative, professional development or parent /Teacher days unless a special exemption is granted by the School Division.

- Teachers who are required to work during the summer break shall attend to duties as required and fulfill the assignment. A log sheet and progress report must be submitted to the Principal/Divisional Supervisor at the end of the assignment for verification and payroll processing.
- All summer work is subject to the same professional conduct standards as the regular school year. Teachers are expected to maintain confidentiality, adhere to Division policies and procedures, and complete tasks with professionalism and timeliness.
- The Division reserves the right to cancel or modify summer assignments due to changes in funding, enrollment, or priorities. Compensatory time in lieu will only be provided for work performed.
- Teachers will be notified in writing of any changes. This AP applies only to Division-directed PD and to required work as assigned expressly by the Division during the summer. This AP does not apply to teachers' self-directed preparation for the school year, and such preparations are not eligible for compensatory time.

**Reference *Provincial Teachers Collective Agreement Article 6.05/6.06***

**Adopted: November 2025**