
Date of Issue	November 2021
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Subject	RELEASE OF EMPLOYEES TO CONDUCT WORKSHOPS, ETC. FOR EXTERNAL ORGANIZATIONS
References	<u>Policy 3005 – Student and Staff Well-being</u>
Contact	Human Resource Services

1. Purpose

- 1.1 This Administrative Procedures Memorandum (APM) provides guidance to employees of the Simcoe County District School Board (SCDSB) who wish to request release from their assignment to conduct leadership workshops on their regular work day.
- 1.2 Employees wishing to accept invitations to provide leadership opportunities (e.g. workshops, etc.) activities on regular working days shall:
 - 1.2.1 obtain the approval of their principal/supervisor/manager and superintendent; and,
 - 1.2.2 send a letter to the Superintendent of Human Resource Services bearing the signatures of the principal/supervisor/manager and superintendent requesting approval to participate.

2. Procedure

- 2.1 Requests will normally be granted when the following conditions are met:
 - 2.1.1 suitable arrangements are made to cover the responsibilities of the staff member while absent;
 - 2.1.2 there is no cost to the SCDSB;
 - 2.1.3 the employee's out-of-pocket expenses are paid by the organization requesting the service; and,
 - 2.1.4 where the board is paying an employee's salary while the employee provides leadership elsewhere on regular working days, no fees shall be charged by the employee.
3. An employee may accept a gift or honorarium only in recognition of leadership opportunities provided outside of the regular work day. Employees are advised to consult Revenue Canada regarding any implications related to income tax.

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