

Procedures for CUPE Staff Related to Non-Instructional Days

Questions on this matter are asked frequently. The long-standing practice on non-instructional days (Pro-D or In-Service Days) is for school-based CUPE staff to make a choice of one of the following options:

1. Seek approval (via in-service form and leave form) to attend a relevant workshop or course;
2. Perform work at the school as directed by the principal;
3. Take the day off without pay;
4. Attend a workshop or course, without prior approval, on a without-pay basis; or
5. Take a vacation day.

If in-service activities are planned for a whole group of staff (e.g. all EAs in the district or all CUPE staff members at a school) then the requirement to submit leave forms does not apply.

Please ensure that your time sheets accurately reflect your attendance or non-attendance at Pro-D or in-service activities. Regular CUPE staff approved to attend a relevant workshop or course will be paid up to their normal working hours for the day.