

SD 53 Professional Development Days Explained

In School District 53, we have **ONE** week of Spring Break in March. The second week we have off is made up of “days in lieu,” for Professional Development/School Plan Days already worked. Most years (when Easter falls outside of Spring Break) we will have to make up 4 days to account for our second week off in March. The fifth day has now been put back into our calendar (February Zone Day) and our school day has been lengthened by 2 minutes to account for this.

Two Summer Days:

During the final week of summer break (the week prior to Labour Day Weekend), teaching staff **MUST** work 2 days. One day will be a professional development day (planned by either the District Committee or by individual schools). The second day will be a School Plan Day. Whatever dates are decided upon by the school and/or district, are considered work days and all teaching staff must be working. **These days CANNOT be made up at another time.** If for some reason a teacher is unable to make these days, they would have to be taken as Discretionary Days, however, this should be avoided and is subject to approval by the district. These days **MUST** be worked on school property or at a planned Professional Development conference. These may not be worked remotely.

2 Personal Plan Days:

These 2 days must be made up on a teachers’ own time, outside of the work day. They can be made up any time between July 1st and Feb 28th. One Personal Plan Day is the equivalent of five hours. Ways in which to complete Personal Plan Days (PPD) are as follows:

- evenings and weekends can be used for Personal Plan Days
- no teacher can work alone without school pro-d committee approval
- if you choose to attend the October provincial day, regional February day or any other conferences, and the conference extends to the weekend, the Saturday could be used as one of your PPDs
- you cannot double dip by attending a pro-d activity on a school day and then using it for a PPD (must be done during non-working hours)
- you can attend shorter sessions and accumulate a total of 5 hours to count for one day
- no more than 2 PPDs will be counted towards “days in lieu” for the second week of March
- online courses, Master’s work etc can be used as PPD

Late Hires to the District:

Teaching Staff who are hired after the last week of August, and therefore miss the **2 days** that must be worked prior to Labour Day, have 2 options for the second week of time off in March.

1. They may choose to work the days that they owe **during that second week of March break**. This will ensure they are paid for that time.
2. They may choose to take discretionary days for the time owed and forgo a portion of their pay for that week. Personal Pro D Days **MUST** still be completed before February 28th.

****Summer days MAY NOT be made up with additional Personal Plan Days. The maximum number of PPDs for any one teacher is 2.****

There are also 2 Pro D days within our school calendar (Friday in October and February). These are considered normal workdays and must be completed by ALL teaching staff. Staff who work part days on Fridays would be required to attend the portion of the day they normally work. Attendance would be optional for any staff who do not regularly work on Fridays. All Professional Development and School Plan Activities **MUST be documented on Appendix 6 and handed in to your school Pro D rep to ensure you are properly paid for the second week of time off in March.**

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