



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	School Building Administration	October 23, 1972
POLICY NAME:	School Administration During Principal's Absence	LAST REVISED:
POLICY NUMBER:	R.GSA.E.2	April 6, 1999

1. THE DESIGNATE
 - 1.1 The designate who will assume administrative duties when a principal is absent is the vice-principal.
 - 1.2 When a school does not have a vice-principal, the principal will, at the beginning of each school year, assign the title of "teacher in charge" to a teacher who will assume administrative duties when the principal is absent.

2. REMUNERATION
 - 2.1 Subject to 2.2, the vice-principal and the teacher in charge will receive an allowance as determined by the collective agreement.
 - 2.2 When a principal is absent for more than 10 consecutive school days the "teacher in charge" will receive an allowance for that period based upon the allowance payable to a vice-principal. The allowance will be paid retroactive to the first day of the principal's absence in that period.