

**WINNIPEG SCHOOL DIVISION  
ADMINISTRATIVE HANDBOOK**

**REVISION**  
(JANUARY 18, 2007)

**RE: ABSENCE OF PRINCIPAL  
- ALLOWANCE TO DESIGNATED TEACHER**

The attached form is to be used to obtain authorization for the allowance payable to teachers-in-charge during the absence of the principal in accordance with the Collective Agreement between the Winnipeg Teachers' Association and the Winnipeg School Division.

The Collective Agreement specifies that this allowance is paid during the absence of the principal, where there is no vice-principal, for half-day or more absences.

For reimbursement in accordance with the Collective Agreement, it is mandatory that the form be completed and forwarded to the appropriate Superintendent of Schools for approval. This form should be submitted immediately following the absence.

A copy of the revised form is also available on-line in the Staff Resources area of the W.S.D. website.

Attachment



**WINNIPEG SCHOOL DIVISION**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_, SUPERINTENDENT OF SCHOOLS

RE: DESIGNATED TEACHER

NAME OF TEACHER(S)	DATE OF ABSENCE	Please check appropriate box		REASON FOR ABSENCE
		A.M.	P.M.	

**NOTE: Please use one line for each date of absence.**

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

\_\_\_\_\_  
APPROVED - SUPERINTENDENT OF SCHOOLS

TO: PAYROLL MANAGER

PLEASE REIMBURSE ACCORDING TO THE CURRENT W.T.A. COLLECTIVE AGREEMENT.