

CUPE Employees Spring Break Minutes 2020-2021

10 Month Employees
(School Term)

12 Month Employees

10 month employees who work less than 7 hours a day will have...

- 8 minutes a day added to their schedule

10 month, 7 Hour Clerical Employees
Can choose to work 25 hours through:

- Weeks Aug. 24- Sept.4, 2020
- Week of March 15-19, 2021 (On the March dates, seven hour clerical staff at each of the three high schools will make up the hours by scanning G4 files from the high schools into the system using a machine at the School Board Office)
- June 25, 2021 admin

10 month, 7 Hour Employees
(EAs, SLAs, Career Advisor, CYCW, ABEAs, WEX, Chef Assistants)

- Can choose to work the extra days
- Can choose not to work time
- Can choose to work the “extra hours” up to 25 hours with approval from supervisors (only 30 employees) and they have to log their time during the pay period it is worked

Exception
No additional time added to SAS

As well they can choose not to work the days.

Log as:

Time Sheet

	Sunday 02-Sep-2018	Monday 03-Sep-2018	Tuesday 04-Sep-2018	Wednesday 05-Sep-2018	Thursday 06-Sep-2018	Friday 07-Sep-2018	Saturday 08-Sep-2018	Total
Extra Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime Banked	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime Paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Draw Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 - 7 Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	