

**E15 & U16**

LETTER OF UNDERSTANDING

BETWEEN

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 63 (SAANICH)

AND

THE SAANICH TEACHERS' ASSOCIATION

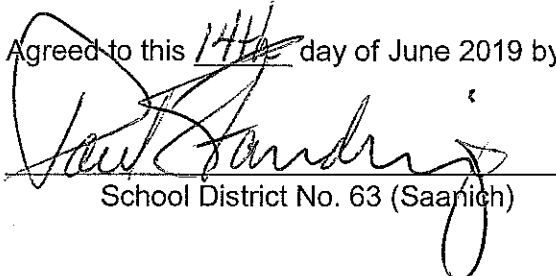
**RE: TIME IN LIEU**

When a teacher, with the agreement of their school principal, works outside the regular school year as defined in Article D.14.2a of the Collective Agreement or at a time when they are not scheduled to work and is granted time in lieu for such work, the following terms shall apply:

1. The time will be recorded and tracked at the school level by the appropriate administrative assistant as designated by the principal.
2. The time in lieu will be taken at a time mutually agreed to by the teacher and the principal. Except as necessitated by emergent circumstances, both the teacher and the principal will work diligently to ensure that the teacher has the opportunity to use the time in lieu during the school year in which it is earned.
3. Time in lieu must be used prior to the end of the school year. Any unused balances will be reported to the Payroll Department in mid-June and paid out on the June 30<sup>th</sup> paycheque.
4. Except as provided in paragraph 4.g of the LOU on the August Non-Instructional Day, time in lieu must be used while the teacher is employed at the school at which it was earned. In the event of a mid-year transfer to another school, any unused balance will be reported to the Payroll Department and paid out on the next paycheque.
5. This agreement does not invalidate or amend Article B.38 or any other provisions of the collective agreement.

This letter of understanding will expire June 30, 2022 unless extended or amended by the parties. It is without prejudice and precedent to this or any other school district in BC.

Agreed to this ~~14<sup>th</sup>~~ day of June 2019 by:

  
School District No. 63 (Saanich)

  
Saanich Teachers' Association