

## **POLICY GCBDE – Leaves for Assistance to Other Agencies:** **Honorarium Acceptance**

**It is an honor and a potential benefit for an employee to be chosen to provide assistance to other agencies.**

### **PURPOSE:**

To provide guidelines for situations where employees are chosen to provide assistance for other agencies

### **GUIDELINES & PROCEDURES**

1. Leave for such assistance should:
  - a) give primary consideration to the educational needs of the students; and
  - b) give consideration to the impact on other employees
2. Short term leaves for committees are one time only or no more than 5 days annually. Employees granted leave for short term assistance will receive full salary, and are entitled to accept honoraria paid for such short term assistance provided that the other agency or the employee reimburses the Board for substitute or agreed upon leave costs.
3. Long term leaves include such activities as serving on standing committees, boards, etc. Employees granted leave for long term assistance and receiving honoraria will:
  - a) take holiday time to meet the obligations of serving on the standing committee/board, or
  - b) arrange for the other agency to reimburse the district for the cost of the person-days lost, or
  - c) turn over the honoraria to the school system
4. Approval for such leaves shall be at the discretion of the Superintendent.

### **REFERENCES**

#### **Cross References:**

**Legal Reference:** [\*Education Act\*](#) section 53

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**Next Review:** 2022/2023