



Directive on Recuperation days for management personnel

Department responsible: Human Resources	Approved by: _____ Director-General
Effective date: January 1 st , 2003	Amended on: June 20, 2003 October 17, 2006
Reference: CC 1999/2000-57 CC 2002/2003-56 CC 2006/2007-05	

1. Premises

- 1.1 [purpose](#) This directive sets the rules pertaining to recuperation days for management personnel. Since personnel management is not entitled to over-time compensation, recuperation days are meant for management personnel to take time off in compensation for travels or evenings or week-end work, usually associated with night meetings.
- 1.2 [definitions](#) In this directive, the following expressions are defined as:
- a) **days:** unless otherwise specified, means working days;
 - b) **immediate supervisor:** a person who has the responsibility of the supervision of an employee.

2. General principles

- 2.1 [application](#) This directive applies to all employees part of the management personnel.
- 2.2 [number of days](#) A maximum of ten (10) days per school year may be taken to compensate for overtime. However, the Director-General may, under exceptional circumstances, grant an additional five (5) days to compensate for overtime. For employees hired during the school year, the number of days is prorated according to the period of employment during that same year.

- 2.3 [acquisition of recuperation days](#) The number of recuperation days owed to the employee is in proportion to the number of days worked as over-time or travel time.
- Recuperation days are not automatically granted, the employee must keep track of the over-time or travel time actually done and apply it for an equivalent number of recuperation days.
- 2.4 [period to take recuperation days](#) Recuperation days should normally be taken one or two days at a time, shortly after having acquired them. If this is not possible, they may be accumulated to be taken at a later time, but no more than 5 days at a time. Also, no more that 5 days can be added to annual vacation period unless authorized by the Director-General.
- 2.5 [exception to 2.4](#) Article 2.4 does not apply to a Principal, Vice-Principal, Coordinator of Community Education and Services or Centre Director of an adult education center.
- 2.6 [transfer to the next school year](#) No more than 5 recuperation days may be transferred to the next school year.
- 2.7 [loss of transferred recuperation days](#) When transferred to the next school year, recuperation days not taken before the end of the said school year are forfeit and this, without compensation or remuneration.
- 2.8 [request to the supervisor](#) Before taking recuperation days, a memo shall be sent by the employee to the immediate supervisor, giving a brief summary of over-time and travel time that need to be compensated by recuperation days.

Procedure

- 2A) [absence report](#) *Any leave taken as recuperation day shall be reported on an Absence Report form with the coding "F" and with the mention "Recuperation day(s)" in the section for comments.*

3. Final provisions

- 3.1 [derogation to the modalities of the directive](#) Any derogation from the modalities expressed in this directive is subject to the approval of the Director-General.

4. Application of this directive

- 4.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 4.2 [responsibility for the application](#) The Director of Human Resources is the person responsible for the application of this directive.