

## Banked Time Tracking Sheet



Article 20.02(b)(iii) of the collective agreement states the following:  
*Where a Teacher does not receive the contractual allocation of preparation and planning time per month, the Teacher shall bank the time not received. The banked time shall be submitted to the Principal on a monthly basis, who in consultation and mutual agreement with the Teacher, will reschedule this lost time at a later date in the same school year.*

If you are required to miss your preparation and planning time to attend a school function, or directed by your principal/vice-principal to use your preparation and planning time for some purpose such as to attend a meeting, then a teacher should make note of the missed time using this form and submit it to the school principal as described above. Please note that choosing to miss your preparation and planning time or volunteering to use it for some purpose does not allow you to bank time.

Name: \_\_\_\_\_ School: \_\_\_\_\_

Times when preparation and planning time were not received:

	Date	Reason
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____