2024-25 Coverage (ie: Lost Prep Time) Record Keeping *Only coverage during prep blocks recorded here (not UIT)

ARTICLE 59: MARKING AND PREPARATION TIME Teachers Provincial Agreement 2015-2019	59.04 - A teacher who is required by the Principal to fill in when a substitute is not hired pursuant to Article 32.23 (Substitute Teachers) of this Agreement can bank the missed marking and preparation time until such time as the bank reaches 150 minutes at which time the teacher, in consultation with the Principal, can schedule a half day to engage in marking and preparation activities as required or other professional development activities. This work must be performed at the School or another work location as agreed. The Principal, in consultation with the teacher, will keep track of the amount of banked marking and preparation time that a teacher has in accordance with this sub-article. The bank shall not carry over to the next school year.
Important Note	It is the principal's responsibility to keep track of lost prep time. Members are tracking their own, only to make sure that the "numbers add up" and there isn't any "forgotten"/"lost" prep time.

Lost Prep Time / Time Taken								
Date / Prep Block	Teacher (Covering for)	Class / Subject / Location	Time Covered	Total Time	Reason / Details / Other			
EXAMPLE Wed. Oct. 23, 2024 - Block 4	EXAMPLE A. Smith	EXAMPLE 601 / English / Rm 123	EXAMPLE 12:55 - 1:25	EXAMPLE 30 min	EXAMPLE No sub available			

Returned Prep Time / Time Given Back								
Date / Block(s)	Teacher (Your Name)	Class / Subject / Location (Your Class, Subject, etc.)	Time Covered	Total Time Returned	Reason / Details / Other			
EXAMPLE Wed. Oct. 23, 2024 - Block 4	EXAMPLE B. Smith	EXAMPLE 801 / Science / Rm 321 701/ Math / Rm 321 802 / Science / Rm 321	EXAMPLE 8:55 - 11:55	EXAMPLE 180 min	EXAMPLE Sub hired by admin to return prep for coverage up to Dec. 3.			