

## **FAQ'S RE CALCULATION OF SCHOOL CALENDAR DAYS AND 95% ATTENDANCE REQUIREMENT FOR PAYMENT PERIOD #7**

### **1. If the school I drive a route for was closed due to public health orders, do I need to complete an Exception Application Form for those days?**

**No.** If the **only** reason you did not meet the 95% attendance requirement was due to school closures resulting from public health orders, do **NOT** complete an Exception Application form. Your attendance is based on the school calendar days where schools were open for in-person learning, except for those who drove routes for students attending special needs programs. See below for information on how to calculate attendance.

### **2. How do I calculate my school calendar days if I did not drive a route for special needs students?**

#### **(a) Determine the first school calendar day**

Begin by determining the first school calendar day that your school was open for in-person learning in the Payment Period.

The Ministry of Education's school calendar for the first term of 2021 is available [here](#). January 4, 2021 was scheduled to be the first school calendar day in Payment Period #7, however due to public health closures, the start of in-person learning may have been delayed for students, except for those attending special needs programs.

Please note that if you became an employee of your school bus operator after January 4, 2021 but on or before January 31, 2021, the first day of your employment was your first school calendar day.

If you started employment with your school bus Operator after January 31, 2021, you will not qualify for a bonus in this Payment Period and it will not be necessary to complete any further calculations. You may qualify for a bonus in other Payment Periods.

#### **(b) Determine the last school calendar day that your route was driven**

The last school calendar day for Payment Period 7 was April 7, 2021, unless you drove a route for students who attended a special needs program.

#### **(c) Eliminate Statutory Holidays**

Review the available days between the first school calendar day and the last school calendar day (April 7, 2021, unless you drove a route for students who attended a special needs program). Exclude the days that schools were closed due to statutory holidays (such as Family Day, Good Friday, Easter Monday) and any days that the school you drove a route for was closed due to professional development (PA or PD) days or Board holidays, if any.

**(d) Eliminate Days where the school you drove to was closed to in-person learning due to COVID-19**

After you have excluded the Statutory Holidays, PA/PD days and Board holidays, if any, review the available days between the first school calendar day and April 7, 2021. From this, exclude the days that the school you drove a route for was closed to in-person learning due to COVID-19 public health closures.

The remaining days between your first school calendar day and the last school calendar day (April 7, 2021, unless you drove a route for students who attended a special needs program), constitute the school calendar days against which your attendance criteria should be measured.

**It is really important to get this number right. As a result, we strongly encourage you to confirm this number with your school bus operator.**

**(e) Calculating the 95%**

Multiply your number of school calendar days by 95%. For example, if you have 45 school calendar days, in order to meet the 95% attendance requirement, you will be required to have driven 43 days. (45 x 95% is 43.7. You can round the fraction down to the next whole number.) If you were absent too many days to meet the 95% attendance requirement it is possible that you will still qualify for a bonus. Complete the Exception Application Form for Payment Period #7 available [here](#) and submit it to your school bus operator on or before July 12.

**3. In the calculation of school calendar days, can I exclude days that I was home sick due to COVID-19 or for any other reason pertaining to COVID-19?**

No. Those days should be treated like any other day that you were absent. That day will be considered a school calendar day and you will be counted as having been absent that day. If you were absent too many days to meet the 95% attendance requirement it is possible that you will still qualify for a bonus. Complete the Exception Application Form for Payment Period #7 available [here](#) and submit it to your school bus operator on or before July 12.

**4. In the calculation of school calendar days, do I exclude days that were snow days?**

No. There are special rules for snow days. See section 3 on page 2 of the Eligibility Criteria available [here](#). Snow days are to be included as a calendar day and are to be treated as though you drove those days.

**5. In the calculation of school calendar days, do I exclude days that I was absent for any other reason?**

No. Those days should be treated like any other day that you were absent. That day will be a school calendar day and you will be counted as having been absent that day. If you were absent

too many days to meet the 95% attendance requirement it is possible that you will still qualify for a bonus. Complete the Exception Application Form for Payment Period #7 available [here](#) and submit it to your school bus operator on or before July 12.

**6. What if I was scheduled to drive routes to two different schools and on a given day one was school was closed to in-person learning but the other was open to in-person learning?**

If any of your routes were open to in-person learning on a school day, that day would be considered to be a school calendar day. In determining whether you were absent from your route on such a day for the purpose of calculating your 95% attendance rate, consider only whether you drove on a given day the route to the school that was open to in-person learning. Ignore in the calculation of your absences the days you did not drive to the school that was closed to in-person learning. For example, if you are a full time driver and one route is closed to in-person learning but the other route is open to in-person learning, count the full day as a day for which you were in attendance.

**7. How do I calculate my school calendar days if I drive special needs students?**

Begin by completing step (a) to (c) in response to Question 2 and then go to (d) below.

(d) Count any school days for which you were assigned a special needs route as a school calendar day.

Multiply that number by 95% in the manner set out in step (e) in response to Question 2

**8. What if I was scheduled to drive a special needs student to school but the student was not available to be driven because the student was sick or was staying home for any other reason?**

In that case, unless there was another route assigned to you by your school bus operator, that day would not constitute a school calendar day.