

## **Important Dates for Leaves and other related matters**

This page gives you a quick reference to time lines and dates as related to leaves, requests for part time assignments and increases in assignment and other related matters. For more information please refer to the articles in the collective agreement, and please don't hesitate to email or call the RTA office if you have questions.

### **Article C.1 Resignation**

**30 days** (or less if agreed to with employer).

**\*\*\*\*\*Please contact the RTA President before taking this step\*\*\*\*\***

### **Article C.22.1 Request for Part Time Employment**

Teachers wishing to request a reduction in their assignment **must make that request in writing prior to May 15th of each year.**

### **Article C.22.1 Teachers Returning from Leave**

Teachers currently on leave should advise the superintendent as to whether or not they will be requesting a continuation of the leave or returning to their full FTE **prior to May 15th**

### **Article C.22.1.b Request to Increase Teaching Time**

Teachers who would like an increase to their existing continuing FTE should advise the Superintendent and school based administrator **prior to May 15th**

### **Article C.24.7 Notice of Layoff**

The board shall inform teachers it intends to lay off **on or before May 31st** (or Nov. 15th.), such notice to be effective at the end of that school term.

### **Article E.27.2 Assignment in School**

Each teacher by **May 15th** shall express in writing to their Principal, their assignment preference for the upcoming school year. **Please note that there is no contractual requirement to give a list of preferences, however doing so may assist your principal in determining assignments.** There shall be staff meeting held to discuss organization, staff preferences, timetable **prior to May 22nd** (elementary) **June 5th** Secondary

### **Article E.27.3 Board Initiated Transfers**

Transfers initiated by the board shall be completed **no later than June 10th** in a school year except when they are necessitated by circumstances not reasonably known to the Board.

### **Article C.27.4 Teacher Initiated Transfer**

Teachers interested in transferring from one school to another or who wish to express an interest in a specific subject/grade/position should advise Superintendent in writing **prior to April 30th.**

### **Article G.22 Maternity Leave**

At least **30 days** notice.

### **Article G.23 Parenthood Leave**

Application should be made in writing **at least 30 days** prior to the beginning of the leave or by April 30th if the leave coincides with the beginning of the school year, barring extenuating circumstances.

### **Article G.34 Education Leave**

Applications for leave for education purposes shall be received by the Board office **after January 1st but not later than March 31st**

**Article G.38 Long Term Personal Leave**

At least 30 days notice or by **April 30th** if the leave coincides with the beginning of the school year, barring extenuating circumstances.

**Article G.40 General Leave**

At least 30 days notice or by **April 30th** if the leave coincides with the beginning of the school year, barring extenuating circumstances.