

TRANSFER AND STAFFING TIMELINES

(Please refer to the Collective Agreement for full details)

DATE DUE	PROCESS	COLLECTIVE AGREEMENT ARTICLE REFERENCE	SEND REQUEST TO
January 31	Deadline to extend Reciprocal Transfers for a second year or to make Reciprocal Transfers permanent	L26.11 - L26.14 L26.27 - L26.30	Superintendent of Student Achievement - Staffing
January 31	Resignation / Retirement Notice for Friday preceding March Break(Include request for retirement gratuity where applicable.)	L5.09 (c)	Associate Director, Human Resource Services, Education Centre
March 15	Deferred Salary Leave Plan Request	L16.03 (a)	Superintendent of Human Resources, Education Centre
March 15	Full-time Teachers request part-time leave. (in increments of 0.2 teaching time)Request for extension of part-time leave.	L29.02	Principal / Human Resource Services, Education Centre
March 15	Request for one year Leave of Absence.	L15.16	Superintendent of Human Resources, Education Centre
March 15	Teachers on leave request extension of leave.	L15.16 (c) and L29.02 (c)	Superintendent of Human Resources, Education Centre
April 15	Principal shall provide in writing, notification of assignment (subject area and grades & prep subject areas and division) for the following year.	L23.20	Principal
April 15	Resignation or Retirement Notification for June 30 through August 31. (Include request for retirement gratuity where applicable.)	L5.09	Associate Director, Human Resource Services, Education Centre
April 17	1.0 FTE Teachers - declare Voluntary Surplus based on criteria	L24.04 - L24.05	Principal
Prior to April 30	Teachers notified if voluntary surplus has been accepted.	L24.05	
April 30	Cross Panel (Reciprocal) Transfer List Request	L26.16 - L26.32	Superintendent of Student Achievement, Education Centre
April 30	Names Submitted for Reciprocal Transfer	L26.01 – 26.03	Superintendent of Student Achievement, Education Centre

By May 1	Board will provide the Local with Administrator Assignments for the following September.	L40.01	
May 1 (<i>approximate</i>)	First Vacancy List - <i>Posted</i>	L26.37-L26.45, L26.59, L26.57	
May 15 (<i>approximate</i>)	Second Vacancy List - <i>Posted</i>	L26.37 - L26.47, L26.57	
By May 15	Reciprocal and Cross Panel Reciprocal Transfer Lists - <i>Posted</i>	L26.03, L26.18	
Following Round 2	Placement of Teachers remaining surplus teachers by seniority based on preference of placement, qualifications and availability of positions.	L26.48	
May 31 (<i>approximate</i>)	Third Vacancy List – <i>Posted</i> (Part-time Teachers interested in an increase only)	L26.49 - L26.62	
Following Round 3	Placement of part-time Teachers (in order of seniority). Placement made in accordance Unplace Eligible Part-time Preference of Placement Form.	L26.51	Human Resource Services, Education Centre
Until August 31	Mathematical Surplus Teachers may return to original school.	L24.07	

Please Note:

- Teachers who are being administratively transferred will normally be placed prior to the transfer process. (Article L26.35)
- Part-time Teachers seeking an increase in time apply for vacancies in Round 3.
- Teachers may be denied a surplus placement into a school where they were unsuccessful during Round 1 or 2.
- All staffing forms are available from the Principal or the Employee Portal.
- Teachers should read the relevant Articles in the Collective Agreement carefully and call the local office if clarification is required.
- Sample retirement letter on ETFO Thames Valley Teacher Local's website (www.etfothamesvalley.com)

❖ Members with staffing questions are encouraged to contact the Local office.