

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 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
January 31	Deferred Salary Leave Plan Request	L16.04 (a)	Manager, Human Resource Services, 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	Manager, Human Resource Services, Education Centre
March 15	Teachers on leave request extension of leave.	L15.16 (c) and L29.02 (c)	Manager, Human Resource Services, Education Centre
April 15 (based on 2019 calendar)	Principal communicates potential assignment change with Teachers in writing.	L23.19	
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 Teacher voluntarily declare surplus based on criteria	L24.04 - L24.07	Principal
April 30	Cross Panel (Reciprocal) Transfer List Request	L26.16 - L26.32	Human Resource Services, Education Centre
April 30	Teachers notified if voluntary surplus has been accepted.	L24.05	
April 30 - May 15	Names Submitted for Reciprocal Transfer	L26.01 - L26.15	Human Resource Services, Education Centre
May 1 (approximate)	First Vacancy List - <i>Posted</i>	L26.38 - L26.48, L26.59, L26.57	
May 15 (approximate)	Second Vacancy List - <i>Posted</i>	L26.38 - L26.48, L26.57	
May 15	Reciprocal and Cross Panel Reciprocal Transfer Lists - <i>Posted</i>		
May 31 (approximate)	Third Vacancy List - <i>Posted</i> (Part-time Teachers interested in an increase only.)	L26.50 - L26.63	
Following Round 3	Placement of Teachers (in order of seniority) seeking an increase in time who were not successful in Round 3. (Elementary Unplaced Eligible Part-time Teachers Preference of Placement Request Form)	L26.59	Human Resource Services, Education Centre
August 31	Surplus Teachers may return to original school.	L24.07	

Please Note:

- ▶ Teachers displaced due to reorganization of schools will be placed prior to the transfer procedures. (Article L26.37)
- ▶ 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.
- ▶ All forms are available from the Principal or the Employee Portal.
- ▶ Teachers should read the relevant Articles in the Collective Agreement carefully.
- ▶ Sample retirement letter on ETFO Thames Valley Teacher Local's website (www.etfothamesvalley.com)