



## VOLUNTARY SURPLUS DECLARATION INTENT

### Article L24.04

A 1.0 FTE Teacher may voluntarily declare themselves surplus from their school. Parameters are based on staff allocations to schools for the following school year.

- (a) A Teacher must notify their Principal of their intent to voluntarily declare themselves surplus, on or before April 17, submitting the Voluntary Surplus Declaration form, available in the Employee Portal.
- (b) A Teacher who has voluntarily declared themselves surplus waives their rights to Articles L24.07 and L26.54 (right to recall).
- (c) It is understood that a voluntary surplus declaration may only be denied if a Teacher is:
  - (i) Currently experiencing difficulty as referenced in the Procedures for the Supervision of Teaching Staff, and/or receiving formal support from Human Resources and the Union, or
  - (ii) Currently teaching on a Letter of Permission or is newly hired as referenced in Article L17.14.

The following parameters will determine the eligibility within the school:

- (i) A school with fewer than 11 Teachers may have up to three (3) voluntary surplus declarations;
- (ii) A school with 11 to 20 Teachers may have up to five (5) voluntary surplus declarations;
- (iii) A school with more than 20 Teachers may have up to seven (7) voluntary surplus declarations.
- (iv) Should the requests exceed the numbers outlined in (i), (ii) and (iii) above, seniority will determine those Teachers who are eligible to voluntarily declare themselves surplus.

**Teachers should complete this form and provide a copy to their Principal on or before April 17.**

**Name:**

**School:**

**FTE Entitlement:**

**Principal:**

This will confirm that I wish to voluntarily declare myself surplus in accordance with Article L24.04 and I will be relinquishing a teaching assignment at my current school location. I also understand I have no right to recall as a Surplus Teacher.

**Teacher Signature:**

**Date:**

### VOLUNTARY SURPLUS DECLARATION CONFIRMATION

This will confirm that your voluntary surplus declaration is **approved** in accordance with Article L24.04

This will confirm that your voluntary surplus declaration is **denied** in accordance with Article L24.04

**Meeting and discussion date:**

**Teacher signature:**

**Principal signature:**

**Notes:**

- Teachers and Principals should maintain a signed copy of this form for their files
- If you are unsuccessful during interviews through the staffing process, placement into a school where you were interviewed and unsuccessful may be overlooked