

Leaves of Absence, Retirement and Vacancies

IMPORTANT DATES TO REMEMBER

April 1st - This is the date to notify your School Administration of your teaching preference for next year. There should be an approved form to complete that has passed through your School Council. You may want to include in the form what you taught this year, what you prefer for next year and what you prefer to not teach next year. Your WQTA delegate was given a sample of a workload preference form. Your School Council can modify or begin from scratch. This is a contractual obligation and should be in writing. Be sure to keep a copy for your records.

April 1st – This is the date to request a leave of absence for the following year. Your letter should be mailed to the School Board to the attention of Mr. Mike Dubeau. Be sure to keep a copy of this document for your records. You may cc the WQTA if you so wish.

Do I lose seniority on a Leave of Absence?

No, you continue to accumulate seniority as if you were teaching. You may not gain an experience step depending on what you do with your leave. (yes, if you are studying full time or working in a field related to teaching).

What happens upon my return, where do I go?

The School Board assumes you are returning to the same school. You may contact your principal with respect to your workload. Be sure the principal knows what you prefer by April 1st.

Can I ask for another leave of absence?

Yes, make your request by April 1st. The Board considers the leaves from year to year.

What about my insurance coverage?

You must continue your health plan coverage unless you opt to another plan. The School Board will send you a bill (or the Insurance company).

Can I change my mind on a leave of absence after applying and being granted?

You may ask the School Board to rescind the request but they are under no obligation to do so.

What about my pension?

You may buy back your pension for the time you were on a leave of absence BUT remember that you will have to pay back the equivalent of your share and the employer's contribution share.

April 1st - **Thinking about progressive retirement?** Workloads can be as low as 40%. Progressive retirement cannot exceed five years. Applications for Progressive Retirement have to be made to the School Board prior to April 1st.

May 1st - This is the last date to request a part-time leave of absence. The request must be in writing to the Human Resources Director, Mr. Mike Dubeau.

May 10th - Postings in schools of vacancies by category and sub category.

May 15th - Date by which the union must be informed of the board's intention to not renew the engagement of one or more teachers.

May 17th - Last date to apply for any vacant position. This includes transfers. Applications must be in writing.

June 1st – Last date of the current school year whereby the Board must send a written notice to the teacher concerned and the union of its decision not to renew the engagement of the teacher for the following school year. This notice must contain the reason or reasons justifying the board's decision.

Prior to last day of school calendar – All teachers under regular contracts with the Board shall receive in **writing** from the principal a **tentative assignment** for the next school year. *Seniority, qualifications, preferences, and experience shall be considered when determining these assignments.*

(Local 5-21.24)

ARE YOU THINKING ABOUT A DEFERRED SALARY SABBATICAL LEAVE?

Options:

$\frac{2}{3}$ plan whereby you will receive $66\frac{2}{3}\%$ of your salary for the three years and will have the third year as a sabbatical.

$\frac{3}{4}$ plan whereby you will receive 75% of your salary for the four years and will have the fourth year as a sabbatical.

$\frac{4}{5}$ plan whereby you will receive 80% of your salary for the five years and will have the fifth year as a sabbatical.

Note in all cases you must return to work following your sabbatical for a minimum of one year.

Remember to make your request by April 1st. Any tenured teacher may apply for a sabbatical.

Note that you cannot do daily substitution while on a deferred salary (affects your pension)

Also if you become pregnant during your year off, there can be an impact on the QPIP as you may not be eligible for benefits or may have reduced benefits.