

## Spring 2021 Timeline

Feb 16 – Feb 22	Teacher Consultant and Mentor positions posted
Feb 22 onwards	Interviews for Teacher Consultant and Mentor Positions
February 26	Process and time deadlines for changes in assignment will be provided in writing to SLP's
March 15 – before 4:30 pm	Deadline for employees who commit to a transfer (vacate card)
March 31 – before 4:30pm	Teachers returning from leave must notify HR, in writing, of intent to return to work for September 2021
March 31 – before 4:30 pm	<ul style="list-style-type: none"> <li>• <i>Part-time teachers wishing to increase their FTE at their current school must notify their principals using Request for Increase/Change in Teaching time for desired FTE for 2022 September; a copy of the form (with both teacher and administrator signatures) <b>MUST</b> be received in HR before 4:30 pm on March 31<sup>st</sup></i></li> </ul> <p style="color: red;"><b>Please note that for the 2021/22 year, the Letter of Understanding between the VTF/VSB waiving the timelines of the Collective Agreement continues for one more year, so the deadline of March 31<sup>st</sup> is not required (although helpful for ES in determining FTE requested).</b></p> <ul style="list-style-type: none"> <li>• <i>Important Note! If there are layoffs, employees will not be able to increase their teaching time as per Article C.20.3.c</i></li> </ul>
March 31 – by 4:30 pm	Deadline for applications of leave of one year or longer beginning 2021 September
April 13 - 19	Department Head postings (Secondary) open on OAM
April 19 onwards	Interviews and offers for Department Head (Secondary) vacancies only
May 31 - before 4:30 pm	Deadline to submit Retirement letter to HR requesting ERIP (Early Retirement Incentive Plan)
June 1 (or earlier)	Employees informed in writing of transfer due to surplus; Copies of surplus letters must be submitted to HR
June 1 – 7	Spring Transfer Period # 1 – All continuing and temporary vacancies
June 7 onwards	Interviews and offers for <b>continuing positions</b> only <ul style="list-style-type: none"> <li>• <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i></li> </ul>
June 15	HR will begin placement of all unassigned continuing contract employees (unassigned Priority Group C employees)
June 15 - 21	Spring Transfer Period # 2 – All continuing and temporary vacancies
June 21 onwards	Interviews and offers for <b>continuing positions</b> only <ul style="list-style-type: none"> <li>• <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i></li> </ul>
August 17 - 23	Summer Posting Period
August 23 onwards	Interviews and offers for SPP <b>continuing positions</b> only <ul style="list-style-type: none"> <li>• <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i></li> </ul>
September 7- 13	2021-2022 Posting Period 1

