

## Spring 2022 Timeline

February 15 <sup>th</sup> – 21 <sup>st</sup>	Teacher Consultant and Mentor positions posted Note: There are no Consultant or Mentor vacancies for the upcoming year.
February 22 <sup>nd</sup> onwards	Interviews for Teacher Consultant and Mentor Positions
February 25 <sup>th</sup>	Process and time deadlines for changes in assignment will be provided in writing to SLP's
March 15 <sup>th</sup> – before 4:30 pm	Deadline for employees who commit to a transfer (vacate card) as per E.21.12
March 31 <sup>st</sup> – before 4:30pm	Teachers returning from leave must notify HR, in writing, of intent to return to work for September 2022
March 31 <sup>st</sup> – 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 4:30pm on March 31<sup>st</sup></i></li> </ul> <p><b>Please note that for the 2021/2022 year, the Letter of Understanding between the VTF/VSB waiving the timelines of the Collective Agreement ends June 30, 2022, so the deadline of March 31<sup>st</sup> does not apply before June 30, 2022 (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 <sup>st</sup> – by 4:30pm	Deadline for applications of leave of one year or longer beginning 2022 September
April 12 <sup>th</sup> – 18 <sup>th</sup>	Department Head postings (Secondary) open on OAM
April 18 <sup>th</sup> onwards	Interviews and offers for Department Head (Secondary) vacancies only
May 31 <sup>st</sup> - before 4:30 pm	Deadline to submit Retirement letter to HR requesting ERIP (Early Retirement Incentive Plan)
June 1 <sup>st</sup> (or earlier)	Employees informed in writing of transfer due to surplus; Copies of surplus letters must be submitted to HR
May 31 <sup>st</sup> - June 6 <sup>th</sup>	Spring Transfer Period # 1 – All continuing and temporary vacancies
June 7 <sup>th</sup> 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 <sup>th</sup>	HR will begin placement of all unassigned continuing contract employees (unassigned Priority Group C employees)
June 14 <sup>th</sup> – 20 <sup>th</sup>	Spring Transfer Period # 2 – All continuing and temporary vacancies
June 21 <sup>st</sup> 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 16 <sup>th</sup> – 22 <sup>nd</sup>	Summer Posting Period
August 23 <sup>rd</sup> 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 6 <sup>th</sup> – 12 <sup>th</sup>	2022-2023 Posting Period 1