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Deadlines

Provincial Collective Agreement 2010-2015

Any clause in **bold** type may be modified by local arrangement.

Date	Article or Clause	Actions to be taken
July 1	5-1.06	A part-time teacher hired as of this date to carry out a full-time teacher's workload until the end of the school year is entitled to a full-time contract. (see December 1 below)
	5-1.14	The SB updates priority of employment lists by this date.
	11-2.02, 13-3.02	On this date, the SB also updates the recall lists in adult education and vocational training.
July 31	5-1.14, 5-1.18	The priority of employment lists are sent to the union before this date.
September 1	8-5.01	Last date for the beginning of teacher's work year, unless there is an agreement to the contrary between the union and the SB.
September 30	8-4.01 g), 8-10.02, Appendix XX	Last date for a school of 100 students or less to exempt itself from using the class size compensation for other purposes.
October 15	8-4.01 g)	Date on which a teacher's entitlement to compensation for an oversize class is determined. Classes that are no longer oversize on this date do not generate compensation. Classes that are oversize on or after this date generate compensation.
	8-7.03 b)	Date on which the average teaching time is calculated in order to determine if compensation is to be paid into the professional improvement budget.
October 31	6-2.07	Last date on which a teacher may supply documents to justify a salary adjustment based upon experience for that school year.
	8-9.01	The SB informs the parity committee of the number of special classes and individualised paths for learning classes.
November 30	5-2.08	Date by which the SB establishes the seniority of each teacher and forwards the seniority list to the union.
December 1	5-1.06	Last date of the school year by which a part-time teacher given a regular full-time workload is entitled to a full-time contract. After this date, the teacher is given a part-time contract to complete the school year.
January 31	6-3.07 c)	Last date by which studies have to be completed for evaluation of schooling for advancement in step on the salary scale. (see April 1 below)
March 1	5-3.09	Before this date, the SB must notify any teacher affected by the partial or total closure of a school.

Date	Article or Clause	Actions to be taken
April 1	5-22.05 6-3.07 c) 8-9.03	The teacher who wants to begin a progressive retirement should make the request before this date. A teacher requesting a re-evaluation of schooling for advancement in step on the salary scale must provide the documents before this date. By this date, the special education school-level committee informs the SB parity committee of the specialized and financial resources it deems necessary for students with special needs as well as support to teachers for the following year.
April 30	8-9.01 5-3.10 5-3.12 13-11.01	Before this date, the SB identifies provisionally for the following year the specialized resources available for all categories of personnel as well as the financial resources available in the schools and the SB for services offered to students with special needs. It must also inform the central parity committee. Before this date, the SB determines the provisional staffing needs for the following year. School administration informs School Council and teachers of the provisional staffing needs for the following year. Before this date, the SB determines its provisional staffing needs in vocational training; clause 5-3.12 applies.
May 15	5-8.03 of local agreement (recommended text)	Last date by which the SB may inform the union and the teacher of its intention to nonreengage a teacher for a reason other than surplus.
May 31	10-12.01 b) i), ii), iii)	Last date for the SB to forward to the union the information concerning the budgetary rules applicable to the SB.
June 1	5-3.14 5-3.18 5-3.23 5-8.06 (local agreement) 5-13.71, 5-13.72	Before this date, the SB or principal will attempt to fill any staffing needs according to the assignment and transfer procedure prescribed in article 5-21.00. Before June 1 st , the SB must inform: <ul style="list-style-type: none">- any teacher transferred under clause 5-3.17 of his or her new school;- any teacher who will be placed on availability or nonreengaged because of surplus;- any teacher who is nonreengaged for whatever reason. Leaves of absence for parental responsibilities are granted, if requested, before this date.

Date	Article or Clause	Actions to be taken
June 1	5-13.62	Leave prescribed under subparagraph b), d) or e) of clause 5-13.60 may be changed once, if requested before this date.
	5-13.66	Part-time leave of absence prescribed in subparagraph e ii) of clause 5-13.60 are granted, if requested before this date.
June 30	Appendix XXVI	The SB pays the value added recognition supplement to eligible teachers.
	8-5.01	This is the end of the teacher's work year, unless there is an agreement to the contrary between the SB and the union.
	5-1.04	The following contracts terminate automatically and without notice on the last work day:
	5-1.05	<ul style="list-style-type: none"> - non legally qualified teacher hired on a full-time basis; - teacher by the lesson (earlier date if specified in the contract); - part-time teacher hired for an incomplete day or week for the entire year; - part-time teacher hired as a replacement for the last 100 days of the work year; - part-time teacher hired on or before the 101st workday to complete the school year.
	8-11.06	The appointment of a teacher as a supporting teacher ends on this date.
8-13.05	The appointment of a teacher as a department head ends on this date.	
5-5.04	Unless there is an agreement to the contrary with the union, temporary promotions which began before December 31 must end.	