



Important DATES for TEACHERS / ADMINISTRATORS

Note: This document is not all encompassing and should not be used as the only resource to assist you in identifying appropriate leaves / termination dates.

Key Documents to Follow:

- GVTA / GVSD Collective Agreement (CA)
- GVSD Policy GCC – Professional Staff Leave & Absences (incl. Leave without Remuneration)
- Deferred Salary Leave Plan
- Teacher General Contract or Form 2 Contract
- Public Schools Act

DEADLINES

| September 30 | November 30 | January 31 | February 15 | March 15 | March 31 | April 30 | May 31 |
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| <ul style="list-style-type: none"> • Request for Leave of Absence without remuneration for January • Confirmation to employee by November 22nd | Resignation for Teacher General and Form 2 Contracts for December 31. Includes requests for partial reductions | School Administrators to Request LOA for following school year / term. (<i>Principals / Vice Principals</i>) | <ul style="list-style-type: none"> • Leave of Absence without remuneration for September • Confirmation to employee by April 15th | Deadline for retirement when teacher wishes to take advantage of the Early Retirement Initiative – CA Article 8 | <ul style="list-style-type: none"> • Application for participation in the Deferred Salary Leave Plan | Resignations for teachers on a Teacher General Contract . (Became permanent on or after December 7, 2004) | Resignations for teachers on a Form 2 Contract . (Became permanent prior to December 7, 2004) |

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| <p>Article 10: Parental Leave: (Maternity Leave, Adoption & Parental Leave</p> <p>10:04: The teacher and the Division may mutually agree to extend the length of leave if the teacher so desires. Arrangements shall be confirmed in writing by the Division. The request for an extension must be provided in writing to the HR Department with a minimum of four (4) weeks in advance.</p> | <p>GVSD Policy: GCC – Professional Staff Leaves & Absences <i>Leaves without Remuneration</i></p> <ul style="list-style-type: none"> • Leave of absence without remuneration may be granted, at the discretion of the Board, for a semester/term or a school year to teachers who: <ol style="list-style-type: none"> a) for upgrading professional qualifications, have been employed in schools of GVSD for 3 or more complete contract years b) for other reasons, have been employed in the division for 5 or more complete contract years. • A leave is subject to obtaining a suitable replacement teacher. • See above for deadlines as per above table • Leaves will not normally be granted more than once during any 4-year period. |
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