

# REMINDERS

## STAFFING TIMELINE

The complete staffing timeline for the 2024-2025 school year is posted on SSO under the Human Resources section. Here are some of the important dates for teachers to remember: **Items in pink apply to Youth Sector Teachers only.** **Items in green apply to ContEd Teachers only.** All other items apply to all teachers of all sectors.

- By April 10      Official Seniority List available on SSO
- By April 29      Excess teachers are notified in writing
- April 29          Teachers are informed in writing of their request for Leave of Absence
- Apr 17-May 1    Regular Vocational Training Teachers complete and submit the required form on SSO for a request for a voluntary transfer**
- Apr 17-May 1    Recall Vocational Training Teachers may request a change or the addition of a specialty on the recall lists by sending an email request with documentation/transcripts to [alavoie06@lbpsb.qc.ca](mailto:alavoie06@lbpsb.qc.ca) (please cc [pmachado@ptusep.com](mailto:pmachado@ptusep.com))**
- April 29          Online information session for excess teachers**
- May 1-15          Recall Vocational Training Teachers may request a voluntary transfer from one centre's recall list to another (one-time in your career)**
- May 1-15          Regular Adult Education Teachers may request a voluntary transfer of centre via the SSO form**
- By May 13          Regular Vocational Training Teachers are informed of the decisions regarding voluntary transfers and recall teachers are informed of the change/addition of sub-category on the recall list**
- May 1-28          An availability form link is emailed to Adult Education Teachers. Teachers must specify their availability for the 2024-2025 school year. The completed forms must be submitted by 4:00PM on May 28, 2024**
- Apr 30-May 3    Full-time vacancies list posted on SSO**
- Apr 30-May 3    Request for transfers by excess teachers**
- By May 10          Placement of excess teachers**

### DELEGATES' ASSEMBLY #7

Date: April 3, 2024

Time: 4:30 PM via Zoom

### DELEGATES' ASSEMBLY #8

Date: May 8, 2024

Time: 4:30 PM at the PTU Office

As usual, the agenda and documents will be emailed to Delegates two (2) days before the Assembly.



### EMPLOYEE ASSISTANCE PROGRAM

#### TELUS HEALTH

Access your Employee Assistance Program (EAP) 24/7 by phone, web or mobile app.

Online: [TelusHealth](https://www.telushealth.com)

Tel: 1-833-711-2327

The Office will be closed on March 29 & April 1, 2024

#### REGULAR OFFICE HOURS

MONDAY TO THURSDAY

8:30 AM to 4:30 PM

FRIDAY

8:30 AM to 4:00 PM

Tel: 514 426-4949

Email: [info@ptusep.com](mailto:info@ptusep.com)

