

Reminders

STAFFING TIMELINE

The complete staffing timeline for the 2025-2026 school year is posted on SSO under the Staffing tab of the Human Resources section. Here are some of the important dates to remember: **Items in purple apply to Youth Sector Teachers only. Items in blue apply to ContEd Teachers only.** All other items apply to all teachers of all sectors.

- By Mar 14** Teachers with equal workloads in one or more categories or schools request to change their category. Form available on SSO
- Mar 3-28** Availability forms are on SSO. Vocational Training recall teachers complete and submit their availability form online. Failing the completion, a teacher will be considered to teach at all times
- By Mar 21 Teachers having concerns regarding the information on the Seniority List must email Chris Banville from Human Resources: cbanville@lbpsb.qc.ca (please cc [Erica Lamothe](#) or [Pasquale Machado](#) at PTU)
- By Mar 15 Submission of requests for Deferred Sabbatical Leaves, Leaves of Absence for tenured teachers with a minimum of 5 years of service or Progressive Retirement (info and forms on SSO)
- By Mar 21** In-school assignment preferences due to principal
- By Apr 4 Official Seniority List available on SSO

LEAVES OF ABSENCE

As per clause 6-2.02 of the provincial entente, a full-time teacher must work for a minimum of 155 days in the academic year in order to be credited with a year of experience. Please take this under advisement if you are considering requesting a part-time leave of absence for 2025-2026.

DELEGATES' ASSEMBLY #6

Date: February 26, 2025

Time: 4:30PM

Format: Zoom

DELEGATES' ASSEMBLY #7

Date: April 2, 2025

Time: 4:30PM

Format: Zoom

As usual, the documents will be sent by email to the Delegates two days prior to the Assembly.

DRAFT SENIORITY LISTS

Teachers in all sectors will be asked to meet in a pre-arranged location, by their principal or centre director, to verify their information on the draft seniority list. Teachers having concerns regarding the information on the list must email Chris Banville (cbanville@lbpsb.qc.ca) from Human Resources, prior to March 21, 2025.

Teachers who are unable to sign due to a prolonged absence will receive an individual statement mailed to their home address. Please note that the seniority appearing on the list has been calculated as of the 100th day of the 2024-2025 school year.

As you may recall, the integration of a new salary structure in the 2020-2023 provincial entente led to issues with the seniority list in 2023-2024. As a result, the upcoming seniority list will now no longer include years of experience. Should two teachers have the same seniority when determining excess, a detailed evaluation of experience will take place on a case-by-case basis.

You may still access your identified years of experience for the purpose of calculating salary using the Personal Payroll Info tab on SSO.

YOUTH SECTOR: 50%-50% CHOICE FOR TENURED AND TENURE-TRACK TEACHERS

If you work at two (2) different schools or in two (2) different categories with an equal percentage of workload, you may request to change the category or the school under which you would like to appear on the official seniority list. A form must be completed and returned to Human Resources. Forms are available on SSO

under the Staffing tab in the Human Resources section. This form must be submitted by March 14, 2025.



LOCAL NEGOTIATIONS UPDATE

Following the PTU general assembly of December 4, 2024, teachers voted 92% in favour of approving the negotiated proposal as an agreement-in-principle to conclude the current round of local negotiations.

Since then, the school board and the union have been working on writing the text of the numerous modifications needed. The work is progressing well: the formatting and translation of the text began last week. We aim to have a finalized text ready by the end of February so that it may be implemented for the upcoming staffing season.

PTU REGULAR OFFICE HOURS

Monday to Thursday
8:30 AM to 4:30 PM

Friday
8:30 AM to 4:00 PM

Please note that the PTU Office will be closed for March Break (March 3-7, 2025)

Tel: 514-426-4949

Email: info@ptusep.com

EMPLOYEE ASSISTANCE PROGRAM

TELUS HEALTH

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

Online: [TelusHealth](#)

Tel: 1-833-711-2327