

# Vocational Training Workload presentation for contracted teachers 2025-2026

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&

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# Reminder of change from 2020-2023

## Clause 13-15.06

Teachers will be  
assigned an  
**annual workload**  
and a **work**  
**schedule.**

The workload will  
be determined  
**after**  
**consultation** with  
the teacher.

# The Annual Workload

Workload (Teaching)  
– 720 hours

Other Professional Duties  
(OPD)

– 560 hours

- Time assigned by administrator
- Time determined by teacher

Total – 1280 hours

# Workload Parameters

The  
Workload  
&  
Assigned  
OPD must  
take place:

- During the work week (ex: Monday to Friday)
- Within each teacher's daily span.
- During 200 workdays

# Workload Parameters

## Credits for participation in Committees

- 10 staff meetings and 3 evening meetings:
  - 38 hours per year (equivalent of 1 hour credit per week)
  - Part of the 200 hours determined by the teacher.
- Governing Board
  - 38 hours per year (equivalent of one per week)
  - Part of the 360 hours of OPD assigned by the administration
- Centre (School) Council
  - 38 hours per year (equivalent of one per week)
  - Part of the 360 hours of OPD assigned by the administration

# Workload Parameters

160 hours (4 hours per week) of time in a location of the teacher's choice

- Part of the OPD determined by the teacher

Note: increase from 120 hours from the previous year

	Annual Maximum	
<b>WORKLOAD (TEACHING)</b> <ul style="list-style-type: none"> <li>- Courses and lessons, including the supervision of internships.</li> <li>- Remediation (intervention by a teacher to prevent academic delays or to provide special support measures to students with academic delays – test support)</li> <li>- Supervision (formal supervision of students, e.g. at exhibits and trade fairs)</li> </ul>	720 hours	635 hours/yearly average at the school board level
<b>OTHER PROFESSIONAL DUTIES</b> <ul style="list-style-type: none"> <li>- Includes in particular:</li> <li>• Pedagogical Days</li> <li>• Supervision of the arrival/dismissal and movement of students</li> <li>• Follow-up related to the student's educational file</li> <li>• Work Committees</li> <li>• Preparation of Course Materials</li> <li>• Corrections of Tests and Examinations</li> <li>• Other Duties usually assigned to Teaching Personnel (not in the presence of students)</li> <li>• Any unassigned period of less than 30 minutes within the student's timetable</li> <li>• Any Work Related to the General Duties (13-15.02)</li> </ul>	360 hours             200 hours	Ped Days = 48h36m  University Course Credit Compensation 1 credit = 15hrs to a max of 45 hrs (3 university credits)  38 hours credit of time for participation in Governing Board  38 hours credit of time for participation in School Council   38 hours credit of time for participation in the 10 staff meetings and 3 evening meetings   160 hours of time in a location of the teacher's choice
<b>MAXIMUM TOTALS:</b>	<b>1280 HOURS</b>	

## Vocational Education Annual Workload 2025-2026

Last name, First Name:  
Contract %: 100%  
Centre: Please select one from the drop-down  
Program: Please select one from the drop-down  
Tenured/Contract: Please select one

		Hours	
THE ANNUAL WORKLOAD 1280 HOURS	Teaching Workload	Courses and lessons, including the supervision of internship.	720
		Remediation (intervention by a teacher to prevent academic delays or to provide special support measures to students with academic delays – test support)	0
		Supervision (formal supervision of students, e.g. at exhibits and trade fairs)	
		<b>Total</b>	<b>720</b>
	Other Professional Duties	<b>Other Professional duties - Assigned (360 hours)</b>	
		Ped day credit	48.6
		University Course Credit Compensation	0
		School Council	NO
		Governing Board	NO
		Centre-Based Committee	
		Centre-Based Committee	
		Centre-Based Committee	
		Centre-Based Committee	
		Balance of presence hours	311.40
		<b>Total</b>	<b>360.00</b>
		<b>Other Professional duties - Determined by the Teacher (200 hours)</b>	
		Work determined by a teacher in location of choice	160
		Participation in the 10 staff meetings and 3 evening meetings called by the administration	38
	Balance of professional duties hours	2	
	<b>Total</b>	<b>200</b>	
<b>Total</b>		<b>1280</b>	
Contractual Evenings	1. Event:	Date:	
	2. Event	Date:	
	3. Event:	Date:	
Teacher's Signature:		Date:	
Principal's Signature:		Date:	



[illegible]

- This snapshot of the 2025-2026 year will be used for sick day deduction purposes.
- Upon completing an absence deduction form, the teacher should always verify that the number of hours deducted are accurate.

# Thank You

Please note the presentation is for information purposes. The collective agreement remains the primary source of information, and in situations of conflict, takes precedence over information from the presentation.