

MEMORANDUM

Date: December 2, 2025
To: All Teachers
FROM: The PTU Office
Subject: VAR Digital Tool and VAR Guidelines for 2025-2026

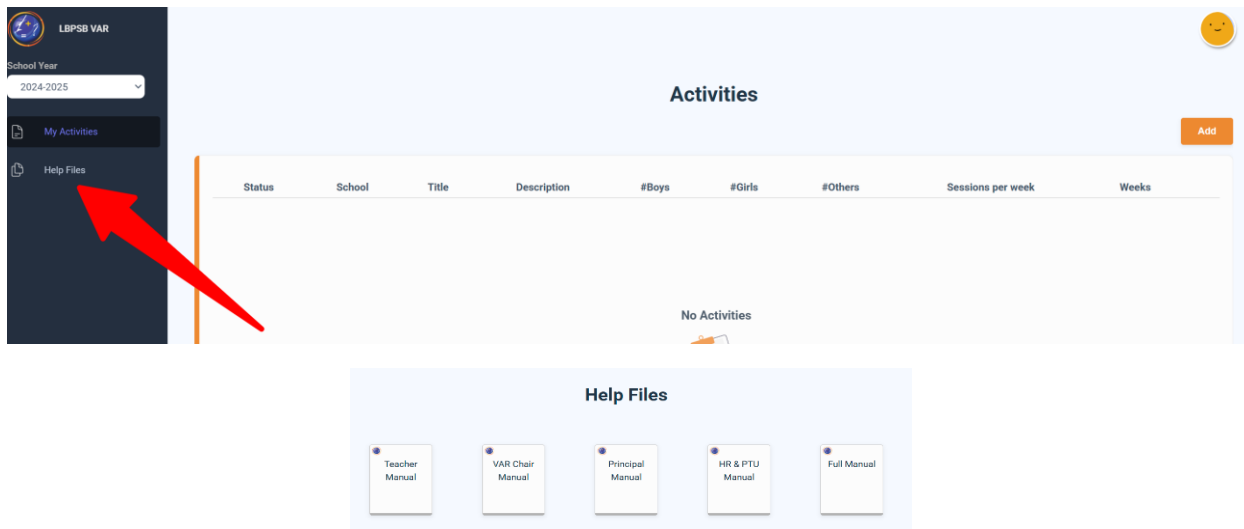
VAR Digital Tool and VAR Guidelines

We wish to advise you that the VAR digital tool is now live and ready to accept submissions!

Following feedback from both teachers and VAR Chairpersons, a few quality-of-life improvements were made to the digital VAR tool. These improvements include being able to amend a submission if additional information is required, and new ways for VAR Committees to filter and organize information within the tool.

[The tool is now accessible in SSO through the VAR icon.](#) Please note that **the tool can now only be accessed when you are connected to the LBPSB network**: please keep this in mind when submitting activities.

When you launch the tool, you will see a series of Help files on the left side of the screen (see below). Created by Information Services, these Help files include specific instructions for teachers and VAR Chairpersons. These Help files have been updated for 2025-2026.



A second memorandum will follow in the spring from PTU and HR with the final deadlines for activities to be submitted and approved in the tool in SSO, so that we may complete the board-level validation process. This timeline is necessary to ensure that all VAR claims are entered into Payroll and paid by the end of the academic year.

We strongly encourage all teachers and VAR Committees to begin submitting and validating activities as soon as possible, and not to wait until the deadline in May. These deadlines will be strictly adhered to this year to avoid delaying the payment of all VAR claims.

There have also been a few minor updates to the VAR Guidelines, but these changes are only meant to clarify certain elements. Given the significant changes made last year, we want to give more time to VAR Committees before other changes are considered in the future.

[You may access the updated VAR Guidelines here.](#)

As a reminder, the most significant change last year was the redefinition of the duration of a session. In the past, a session was defined simply as a block of 30 minutes. This led to possible inequities in VAR claims for short-term activities compared to full-evening or overnight trips: teachers chaperoning an evening event would receive almost the same VAR credits as teachers responsible for students overnight.

To make VAR claims more equitable across all schools and centres, one session is defined as a minimum duration of thirty minutes to a maximum of sixty minutes. That is, short-term activities should now be measured in hours, provided that the activity is at least thirty minutes long. An appendix is provided on page 7 of the VAR Guidelines to illustrate the number of credits that should be allocated for short-term activities of various durations. We encourage VAR Chairpersons to contact the PTU Office should any local precisions be needed.

Finally, we would also like to remind you of some important principles regarding the allocation of VAR credits:

- VAR is only applicable to activities in the presence of students.
- VAR activities should be strictly voluntary for any individual teacher.
- VAR activities cannot be exclusively part of your workload or other professional duties (OPDs), or part of your coursework and evaluation.
- In using the charts on pages 5 and 6, each activity should be identified as either recurrent or a single event. Recurrent events should then be analyzed based on their frequency and duration to help appropriately identify the credits to allocate.
- No more than 60 credits can be allocated per activity, and activities cannot be broken down into smaller pieces to artificially increase the number of credits per activity.
- Given the voluntary nature of VAR, the financial value of the VAR credit should not be viewed as an hourly rate, but instead as a small recognition of the additional value these activities add to our educational system. Your true contributions far exceed the financial limitations of this budgetary allocation.

As always, do not hesitate to contact the PTU Office with any questions regarding the VAR system.