

PTU Reminders

Continuing Education Sector - September 2026



Are you an hourly rate teacher?

Do you have your legal qualifications? If you do, you may be entitled to a part-time contract. A part-time contract is granted to legally qualified teachers who are offered a predetermined number of hours (200 in Adult Education and 144 in Vocational Training) in a semester or school year. To have legal qualifications, you must either have a brevet or a provisional teaching license (PTL). You may also be granted a part-time contract if the school board requests a tolerance for the position you teach.

Delegates Assembly

Date: September 30, 2026

Time: 4:30 PM

Location: PTU Office

As always, the documents will be sent by email to the Delegates two days before the assembly.

Delegates Weekend

Date: October 23-25

Location: Mont-Gabriel

Please note that the 2nd Delegates Assembly will be held at Mont-Gabriel on Sunday, October 25.

Invitations to participate in this event have been sent out to Delegates. For more information, please contact Melissa Noel at info@ptusep.com.

Workloads

Your Centre Director should have shared the Workload Schedule with you outlining the courses you will be teaching this year (or this semester, in Adult Education). You should also have received an electronic file in which to enter the Other Professional Duties assigned to you by administration – or completed by you, if administration has delegated this responsibility to you. Your Centre Director will confirm the assigned workload upon submission. These duties must be included in your Annual Workload Chart for absence deduction purposes. Since some teachers may require assistance completing the Annual Workload document, you will be invited shortly to attend a Workload Presentation.

Retiring in Two Years or Less?

Teachers who are at least 53 years of age and are **absolutely certain** that they will retire within the next two years may write to Marcia Chalen at the School Board to request to opt out of Industrial Alliance's Long-Term Disability (LTD) coverage. PTU strongly recommends that you do not make this decision unless you are **certain** that you will no longer be working within the next two years because you will be retiring. It is important to understand that, by opting out of LTD coverage, you will no longer qualify for these benefits should you become ill and exhaust your two years of salary insurance coverage through the School Board.

Retired Teachers Returning to the Workforce

A new letter of agreement has been signed to pay retired teachers returning to the classroom based on the salary scale.

For occasional substitution: retired teachers are paid at 1/1000th of the salary scale for each hour of substitution. Retired legally qualified teachers returning to work taking a contract of a minimum of **one month** will be paid at their salary step + 12.5% premium. Please contact the school board at hrpayroll@lbpsb.qc.ca to inform them that you are a retired teacher returning to work to ensure that you are paid correctly.

Staff Meetings (10) and Contractual Evenings (3)

If you are an hourly paid teacher, you are paid for the hours that you attend any type of meeting (if the centre director expects you to attend, confirm how many hours you will be paid for).

For contracted full time teachers, you must attend the 10 staff meetings your centre director holds per year. Each full-time teacher is credited 38 hours per year in their other professional duties. If you are a contracted part-time teacher and you receive the full credit, you attend all meetings. However, if your credit has been pro-rated, you must have the discussion with your administration as to whether you pro-rate the meeting's length or the number of meetings you will attend.

In addition to the 10 staff meetings, you must attend 3 contractual evenings. Again, if you are an hourly paid teacher, you are paid for the hours that you attend any type of meeting (if the centre director expects you to attend). If you are a contracted part-time teacher, you pro-rate the evenings in the same manner as the ped days and staff meetings.

Continuing Education – Pedagogical Days

In the Continuing Education sector, there are 9 pedagogical days per year. If you are an hourly paid teacher, you are paid for the hours that you attend on those days (discuss with your administrator how many hours you will be paid for).

Pedagogical days for contract teachers with a full workload (voc: 720 hours; adult: 800 hours) are 324 minutes = 5h24 mins each for full-time teachers. For part-time contract teachers, you are expected to pro-rate the pedagogical days according to your percentage. Therefore, you attend all ped days according to your percentage or you attend the percentage of total ped days.

Religious Holidays

If you plan on taking any religious holidays using your special leave bank, the religious holiday form can be found on the Human Resources SharePoint site under the "HR Forms" tab. This form must be filled in and returned to absences@lbpsb.qc.ca by September 15.



PTU Regular Office Hours

Monday to Thursday
8:30 am to 4:30 pm

Friday
8:30 am to 4:00pm
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

Grievances - A 40 Workday Window

Chapter 9 of the provincial entente is dedicated to Grievances and Arbitrations. The key that all must be aware of is that the notice of grievance must be forwarded to the board by PTU within forty (40) WORKDAYS of the event that gave rise to the grievance.

If you believe that any type of error has occurred, please contact Pasquale Machado at the PTU Office as soon as possible by phone at 514-426-4949 extension 3, or by email to pmachado@ptusep.com.

Founders' Memorial and Jack Johnson Memorial Scholarships

These scholarships are awarded to a child, grandchild, niece or nephew of a QPAT member in good standing who has graduated from secondary studies and proceeding to their first year of full-time post-secondary studies.

Applicants must be intending to attend a post-secondary institution during the 2026-2027 academic year to be eligible. For more information, [please see QPAT's notice here](#). The application forms may be downloaded directly from [QPAT's website](#).

All applications are due no later than October 15, 2026 and must be submitted to evelyne.landry@qpat-apeq.qc.ca.

QPAT Annual Convention

This year, the Convention will be held at Hotel Bonaventure on October 15 and 16. Dave Foley and Dr. Phil McRae will be the keynote speakers. For more information, please visit the Convention page on [QPAT's website](#). More information will be added closer to the date of the event.