

PTU Reminders

Youth Sector - September 2026



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.

Youth Sector Part-Time Workload

If your workload is less than 100%, it is important to meet with your principal as soon as possible to set your work calendar for the year. For example, a teacher on a 50% workload starting on the first day of school will work 100 days, including pedagogical days. You need to determine your work schedule for both instructional and pedagogical days with your principal as soon as possible to avoid misunderstandings. Please reach out directly to Erica (elamoth@ptusep.com) if you have questions regarding the calculation of your required pedagogical days

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.

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.

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.

Mandatory Parent-Teacher Meetings

Outside the regular framework of thirty-five hours, the teacher may not be required to attend more than three (3) evening meetings to meet parents during the work year.

For most schools it's:

- Meet the teacher or curriculum night
- Parent-teacher interviews
- Another parent-teacher interview or portfolio night

The school administrator and the school council may agree with its teachers that they will attend other evening meetings to meet parents outside the framework of the teacher's work week.

The school council shall be consulted on the proposal and then it shall be voted on by the teaching staff. A majority approval shall be obtained from the staff, absences and abstentions shall not be counted.

If voted in favor, these extra evenings become **mandatory for the entire teaching staff**.

If voted in favor of working extra evenings, the teaching staff will be granted **compensatory** time off. The time worked and the compensatory time shall be fair.

The days that may be exchanged for compensatory time are first, the Tuesday following Easter Monday and second, the last pedagogical day in June.

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

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.

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.