

CONTINUING EDUCATION

DELEGATES' REPORT September 2026

The Importance of S.S.O.

It is very important that teachers in the continuing education sector visit the Staffing Folder which can be found in the Human Resources Folder on S.S.O.

Within the Teachers in Adult Education and Vocational Training Folder, you will find important documents that should be verified by all teachers employed in each sector.

- **All tenured or tenure-track teachers (E1) should appear on a seniority list. If you just received your first tenure-track contract this year, you will appear on the seniority list that is generated on the 100th day of work (end of January 2027). You will be asked to verify the list around March 2027.**
- **A teacher in adult education that has worked for the school board a minimum of four hundred (400) hours total during minimally two (2) different sessions over the last two (2) years should appear on a recall list. In adult education, you must be legally qualified to appear on this list.**
- **A teacher that has worked for the school board in vocational training during the last two school years for a total of more than four hundred (400) hours total, should appear on one of the two centre's recall lists. In vocational training, there are two lists per centre: List 1 for legally qualified teachers and List 2 for non-legally qualified teachers. A tolerance is not a legal qualification (you appear on List 2).**
- **In both sectors, the teacher must have received a satisfactory evaluation for each of these sessions/years to be added to the recall list. A non-evaluation is considered a satisfactory evaluation. In the case of an unsatisfactory evaluation, the teacher and the union should be notified.**

I encourage all teachers to keep track of their status and send an email the school board (Katie Arless for vocational training/Delaney Closs for adult education and Nancy Potvin), and cc me, with any irregularities.

Workloads

Ms. Nancy Potvin (Assistant Director of Human Resources), and I will be presenting the 2026-2027 Workload Presentation online on October 5, 2026. If you have not yet submitted your workload chart to your administrator, please keep track of the hours you have dedicated to "other professional duties" since July 1, 2026. We will review how to complete the annual document at the meeting.

9 Pedagogical Days

- 4 Board-Wide: September 25, October 16 (QPAT convention), February 15, and March 30
- 5 Centre-Level: 2 of these 5 must be identified as teacher-driven. The 2 teacher-driven are also the ped days determined to be at a location of the teacher's choice.
- October 5th is NOT a ped day, it is a workday.
- A non-teaching day is NOT a ped day (it does not count in your 200 days).

Absences and Absence Reporting

Teachers have a bank of 6 sick days and up to 8 special leave days that they may use each year (pro-rated to the percentage of their contract, if less than 100%). There are also 10 unpaid family responsibility days of which up to six may be paid from the sick-day bank. In the past, Lester B. Pearson did not always verify whether sick days and family responsibility days were being used for their true purpose, but with the addition of a clause in our Provincial Agreement that allows teachers to use a sick day for personal reasons, the school board has recently decided to become stricter about all absences.

Sick days are to be used only if you are ill, and family responsibility days are to be used for obligations relating to the care, health or education of the child or relative of the teacher. If you need to take a day off work for another reason, you must either use a special leave day (if applicable) or inform your principal that you are going to use a sick day for personal reasons with at least 24 hours' notice. You cannot do this on consecutive days, but you may attach the day to a holiday or to a weekend or use it in conjunction with the urgent and confidential business day. The principal may deny the request with a valid reason, so I always recommend giving as much notice as possible.

Should you wish to be absent for a longer period, you must make a request to Nancy Potvin, Assistant Director of HR, who will make the decision. The school board is under no obligation to give you unpaid time from your position (outside of the specified leaves in our Collective Agreement), so please do not book any trips before receiving the response to your request.

Taking unauthorized time off or using sick days to take a holiday will result in disciplinary action from your employer, up to and including a suspension without pay.

Submitted By: Pasquale Machado
