

Vocational Training Workload presentation for contracted teachers 2026-2027

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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
 - Part of the 200 hours determined by the teacher.
- Governing Board
 - 38 hours per year
 - Part of the 360 hours of OPD assigned by the administration
- Centre (School) Council
 - 38 hours per year
 - Part of the 360 hours of OPD assigned by the administration

OPD

Determined by the teacher 200hrs

162 hours

(Location of the teacher's choice)

38 hours

10 staff meetings and
3 evenings

(Location determined by the
Centre Director)

	Annual Maximum
WORKLOAD (TEACHING) - Courses and lessons, including the supervision of internships. - Remediation (intervention by a teacher to prevent academic delays or to provide special support measures to students with academic delays – test support) - Supervision (formal supervision of students, e.g. at exhibits and trade fairs) - Mentor Release	720 hours (635 hours/yearly average at the school board level)
OTHER PROFESSIONAL DUTIES (Assigned by Admin) • Pedagogical Days • Supervision of the arrival/dismissal and movement of students • Follow-up related to the student’s educational file • Work Committees - Governing Board - Centre Council • Preparation of Course Materials • Corrections of Tests and Examinations • Other Duties usually assigned to Teaching Personnel (not in the presence of students) • Any unassigned period of less than 30 minutes within the student’s timetable • Teacher Induction (Appendix XXII) • University Course Credit Compensation • Any Work Related to the General Duties (13-15.02)	360 hours - 48hrs 36 minutes - 38 hours - 38 hours 1 credit = 15hrs 2 credits = 30hrs Max 3 credits = 45hrs
OTHER PROFESSIONAL DUTIES (Determined by the Teacher) • 162 hours in a location of the teacher’s choice • 38 hours = 10 staff meetings and 3 evening meetings	200 hours
MAXIMUM TOTALS:	1280 HOURS



LESTER B. PEARSON
Continuing Education

Vocational Education Annual Workload 2026-2027

Last name, First Name:
Contract %: 100%
Centre:
Program:
Tenured/Contract:

		Hours	
THE ANNUAL WORKLOAD 1280 HOURS	Teaching Workload	Courses and lessons, including the supervision of internship.	635
		Mentor Teacher (If Applicable)	
		Remediation (intervention by a teacher to prevent academic delays or to provide special support measures to students with academic delays – test support)	85
		Supervision (formal supervision of students, e.g. at exhibits and trade fairs)	
		Total	720
	Other Professional Duties	Other Professional duties - Assigned (360 hours)	
		Ped day credit	48.8
		University Course Credit Compensation	0
		School Council	SELECT
		Governing Board	SELECT
		Centre-Based Committee	
		Centre-Based Committee	
		Centre-Based Committee	
		Centre-Based Committee	
		Teacher Induction (Appendix 22) Mentee	
		Balance of OPD hours	311.40
		Total	360.00
		Other Professional duties - Determined by the Teacher (200 hours)	
		Work determined by a teacher in location of choice	162
	Participation in the 10 staff meetings and 3 evening meetings called by the administration	38	
	Total	200	
	Contractual Evenings	Total	
		1280	
1. Event:		Date:	
2. Event		Date:	
3. Event:		Date:	
Teacher's Signature:		Date:	
Principal's Signature:		Date:	

Other Professional Duties – Assigned

		July 1-3					Oct12-16					Jan 25-29					May 10-14				
		M	T	W	T	F	M(H)	T	W	T	F	M	T	W	T	F	M	T	W	T	F
DAY		12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4
	EVE	X	X	X	X		X	X													
		July 6-10					Oct19-23					Feb 1-5					May 17-21				
DAY		M	T	W	T	F	M(PD)	T	W	T	F	M <th>T</th> <th>W</th> <th>T</th> <th>F</th> <td>M(H)</td> <th>T</th> <th>W</th> <th>T</th> <th>F</th>	T	W	T	F	M(H)	T	W	T	F
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4
		July 13-17					Oct26-Oct30					Feb 8-12					May 24-28				
DAY		M	T	W	T	F	M	T	W	T	F	M <th>T</th> <th>W</th> <th>T</th> <th>F</th> <td>M<th>T</th><th>W</th><th>T</th><th>F</th></td>	T	W	T	F	M <th>T</th> <th>W</th> <th>T</th> <th>F</th>	T	W	T	F
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4
		July 20-24 (SHUT DOWN)					Nov 2-6					Feb 15-19					May 31-June 4				
DAY		M	T	W	T	F	M	T	W	T	F(PD) <td>M(PD)</td> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <td>M</td> <th>T</th> <th>W</th> <th>T</th> <th>F</th>	M(PD)	T	W	T	F	M	T	W	T	F
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4
		July 27-31 (SHUT DOWN)					Nov 9-13					Feb 22-26					June 7-11				
DAY		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4
		Aug 3-7					Nov 16-20					Mar 1-5 (SPRING BREAK)					Jun 14-18				
DAY		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4
		Aug 10-14					Nov 23-27					Mar 8-12					Jun 21-25				
DAY		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4
		Aug 17-21					Nov 30-Dec 4					Mar 15-19					June 28-June 30				
DAY		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4
		Aug 24-28					Dec 7-11					Mar 22-26					Number of 30-hour weeks: 0				
DAY		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	TOTAL HOURS SHOULD EQUAL: #####				
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	HOURS ALLOCATED: 0			
		Aug 31-Sept 4					Dec 14-18					Mar 29-Apr 2					BALANCE TO ALLOCATE: #####				
DAY		M(H)	T	W	T	F	M	T	W	T	F	M	T	W	T	F(H) <td colspan="5"></td>					
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4				
		Sept 7-11					Dec 21-Dec 25 (HOLIDAYS)					Apr 9-11					IMPORTANT INFORMATION Indicate non-teaching days, days with the letter "V" Optional: Highlight (in green) dates that you are scheduled to teach. You may also add Other Professional Duty time on these dates. No hours can be allocated in the greyed out boxes (with red X) (holidays, paid days, shutdown dates, etc.) M: Holiday NTD: Non-teaching Day PD: Paid Day 1-2: Period 1 3-4: Period 2 Boxes highlighted in YELLOW = Available for substitution (even if on OPD less than 5 hours.)				
DAY		M	T	W	T	F	M	T	W	T	F	M(H)	T(PD)	W	T	F					
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4				
		Sept 14-18					Dec 28-Jan 1 (HOLIDAYS)					Apr 12-16					DUPLICATES 3 hours OPD on Monday morning. 3 hours teaching Monday afternoon 30 minutes of OPD on Tuesday afternoon Available for substitution on Tuesday during the day 1 hour of OPD on Wednesday evening (between 3-4) Teaching Wednesday Evening in Period 1 and 2 6 hrs. OPD on Thurs. evening between 3 and 10. Available substitution Thursday evening Vacation on Friday				
DAY		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4				
		Sept 21-25					Jan 4-8					Apr 19-23					IMPORTANT: OPD hours are movable with 45-hour notice, otherwise teachers will be docked in the event of an absence				
DAY		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4				
		Sept 28-Oct 2					Jan 11-15					Apr 26-Apr 30									
DAY		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4				
		Oct 5-9					Jan 18-22					May 3-7									
DAY		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
	EVE	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4	12	3.4				

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.