

Spring 2024 Timeline

February 20 – February 26	Teacher Consultant and Mentor positions posted
February 27 onwards	Interviews for Teacher Consultant and Mentor Positions
February 23	Process and time deadlines for changes in assignment will be provided in writing to SLP's
March 15 – before 4:30 pm	Deadline for employees who commit to a transfer (vacate card) as per Article E.21.12
March 31 – before 4:30 pm	Teachers returning from leave must notify HR, in writing, of intent to return to work for September 2024
March 31 – before 4:30 pm	<ul style="list-style-type: none"> • <i>Part-time teachers wishing to increase their FTE at their current school must notify their principals using Request for Increase/Change in Teaching time for desired FTE for 2024 September; a copy of the form (with both teacher and administrator signatures) MUST be received in HR before 4:30pm on March 31st</i> • <i>Important Note! If there are layoffs, employees will not be able to increase their teaching time as per Article C.20.3.c</i>
March 31 – by 4:30 pm	Deadline for applications of leave of one year or longer beginning 2024 September
April 09 – April 15	Department Head postings (Secondary) open on OAM
April 16 onwards	Interviews and offers for Department Head (Secondary) vacancies only
May 31 – before 4:30 pm	Deadline to submit Retirement letter to HR requesting ERIP (Early Retirement Incentive Plan)
June 1 (or earlier)	Employees informed in writing of transfer due to surplus; Copies of surplus letters must be submitted to HR
June 04 – June 10	Spring Transfer Period # 1 – All continuing and temporary vacancies
June 11 onwards	Interviews and offers for continuing positions only <ul style="list-style-type: none"> • <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i>
June 17	HR will begin placement of all unassigned continuing contract employees (unassigned Priority Group C employees) after June 15 as per Article E. 21.17
June 18 – June 24	Spring Transfer Period # 2 – All continuing and temporary vacancies
June 25 onwards	Interviews and offers for continuing positions only <ul style="list-style-type: none"> • <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i>
August 13 – August 19	Summer Posting Period
August 20 onwards	Interviews and offers for Summer Posting Period continuing positions only <ul style="list-style-type: none"> • <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i>
September 03 – September 09	2024-2025 Posting Period 1