

Spring 2023 Timeline

February 14 – 20	Teacher Consultant and Mentor positions posted Note: There are no Consultant or Mentor vacancies for the upcoming year.
February 21 onwards	Interviews for Teacher Consultant and Mentor Positions
February 24	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 E.21.12
March 31 – before 4:30pm	Teachers returning from leave must notify HR, in writing, of intent to return to work for September 2023
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 2023 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 4:30pm	Deadline for applications of leave of one year or longer beginning 2023 September
April 11 – 17	Department Head postings (Secondary) open on OAM
April 17 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 6 – June 12	Spring Transfer Period # 1 – All continuing and temporary vacancies
June 13 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 14	HR will begin placement of all unassigned continuing contract employees (unassigned Priority Group C employees)
June 20 - 26	Spring Transfer Period # 2 – All continuing and temporary vacancies
June 27 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 15 – 21	Summer Posting Period
August 22 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 5 – 11	2023-2024 Posting Period 1