

Spring 2022 Timeline

February 15 th – 21 st	Teacher Consultant and Mentor positions posted Note: There are no Consultant or Mentor vacancies for the upcoming year.
February 22 nd onwards	Interviews for Teacher Consultant and Mentor Positions
February 25 th	Process and time deadlines for changes in assignment will be provided in writing to SLP's
March 15 th – before 4:30 pm	Deadline for employees who commit to a transfer (vacate card) as per E.21.12
March 31 st – before 4:30pm	Teachers returning from leave must notify HR, in writing, of intent to return to work for September 2022
March 31 st – 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 2022 September; a copy of the form (with both teacher and administrator signatures) MUST be received in HR before 4:30pm on March 31st</i> <p>Please note that for the 2021/2022 year, the Letter of Understanding between the VTF/VSB waiving the timelines of the Collective Agreement ends June 30, 2022, so the deadline of March 31st does not apply before June 30, 2022 (although helpful for ES in determining FTE requested).</p> <ul style="list-style-type: none"> <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 st – by 4:30pm	Deadline for applications of leave of one year or longer beginning 2022 September
April 12 th – 18 th	Department Head postings (Secondary) open on OAM
April 18 th onwards	Interviews and offers for Department Head (Secondary) vacancies only
May 31 st - before 4:30 pm	Deadline to submit Retirement letter to HR requesting ERIP (Early Retirement Incentive Plan)
June 1 st (or earlier)	Employees informed in writing of transfer due to surplus; Copies of surplus letters must be submitted to HR
May 31 st - June 6 th	Spring Transfer Period # 1 – All continuing and temporary vacancies
June 7 th 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 15 th	HR will begin placement of all unassigned continuing contract employees (unassigned Priority Group C employees)
June 14 th – 20 th	Spring Transfer Period # 2 – All continuing and temporary vacancies
June 21 st 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 16 th – 22 nd	Summer Posting Period
August 23 rd onwards	Interviews and offers for SPP 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 6 th – 12 th	2022-2023 Posting Period 1