

## Spring 2025 Timeline – School Version

February 18 – February 24	Teacher Consultant and Mentor positions posted
February 25 onwards	Interviews for Teacher Consultant and Mentor Positions
February 28	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 <b>Article E.21.12</b>
March 31 – before 4:30 pm	Teachers returning from leave must notify HR, in writing, of intent to return to work for September 2025
March 31 – before 4:30 pm	<ul style="list-style-type: none"> <li>• <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 2025 September; a copy of the form (with both teacher and administrator signatures) <b>MUST</b> be received in HR before 4:30pm on March 31<sup>st</sup></i></li> </ul> <p><b>Please note that for the 2025/2026 year, the Letter of Understanding between the VTF/ VSB waiving the timelines of the Collective Agreement continues for one more year, so the deadline of March 31<sup>st</sup> is not required (although helpful for ES in determining FTE requested).</b></p> <ul style="list-style-type: none"> <li>• <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></li> </ul>
March 31 – before 4:30 pm	Deadline to submit Retirement letter to HR requesting ERIP (Early Retirement Incentive Plan)
March 31 – by 4:30 pm	Deadline for applications of leave of one year or longer beginning 2025 September
April 08 – April 14	Department Head postings (Secondary) open on OAM
April 15 onwards	Interviews and offers for Department Head (Secondary) vacancies only
June 01 (or earlier)	Employees informed in writing of transfer due to surplus; Copies of surplus letters must be submitted to HR
May 26 – May 28	Spring Transfer Period #1 – All continuing and temporary vacancies
June 02 – June 04	Spring Transfer Period #2 – All continuing and temporary vacancies
June 09 – June 11	Spring Transfer Period #3 – All continuing and temporary vacancies
June 16 – June 18	Spring Transfer Period #4 – All continuing and temporary vacancies
June 16	HR will begin placement of all unassigned continuing contract employees (unassigned Priority Group C employees) after June 15 as per <b>Article E.21.17</b>
June 23 – June 25	Spring Transfer Period #5 – All continuing and temporary vacancies
August 12 – August 18	Summer Posting Period
August 19 onwards	Interviews and offers for Summer Posting Period <b>continuing positions</b> only <ul style="list-style-type: none"> <li>• <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i></li> </ul>
September 01 – September 03	2025-2026 Posting Period 1