

Request for a Transfer of Availability

Teachers may transfer their availability from a period outside the days of each semester allotted to teaching and evaluation (82 days) to a period of availability during the scheduled vacation period. Normally a fulltime day teacher must be available to the college 6.5 hours per day from Monday to Friday with the exception of 2 months summer vacation and industry holidays.

A teacher who wishes to be absent during the contractual period of availability for reasons other than medical or pedagogical, must make a request to the Sector Dean's office for Transfer of Availability

It is important to recognize that such transfer is a privilege and not a right and the request may not be approved.

Guiding Conditions

1. In the event of any modification to the Academic Calendar, please be aware that a transfer of availability that is granted may be revoked.
2. A Transfer of Availability will not be authorized on teaching days.
3. During the transferred period, a teacher will be required to perform tasks deemed appropriate by their department/program(s) or Sector Dean.¹
4. A teacher must ensure that the Chair or delegate has access to the students' assessments and grades.
5. If a teacher agrees to monitor and respond to emails and/or MIOs, as described in item #5 on the opposite page, the number of days that the teacher will need to 'pay' back may be reduced.
6. A Request for a Transfer of Availability should be submitted at least a month in advance to the Sector Dean's office with prior department Chair support.
7. The teacher will activate their temporary absence notification on their voice message and email system(s) indicating the period of absence and who.² (b)-0.8 (s)0.6 (19.2 (b)-0.004 Tw -39.76 -2.26 T

Procedure

1. Submit the Completed form to the Departmental Chair

2. Submit the form with the Departmental Chair's signature to the Sector Dean's office.

3. Sector Dean's decision will be communicated to the teacher.

¹ Tasks must be consistent with clause 8-4.01 (a)4.1 (f)2.8 (t)-3.3 (h)-6-0.1e Faculty Collective Agreement.