



The OWL HOOTS

Issue 508 – March 6, 2013

STUDY BREAK AND AVAILABILITY

Regular teachers should remember that they are still available to the College during the study break from 11 to 15 March. Being available does not mean you have to be physically present in the college. It simply means that you can be contacted and are available for meetings if need be (e.g., you reply to your messages and/or show up to meetings called during your period of availability). If you are going to grade and prepare at the cottage during the break, the DTU recommends that you provide your Chair and the college with your contact information (phone or e-mail) so you can be reached. Should your presence be requested in the college, say for a departmental meeting, your failure to show up could result in your pay being docked. If you plan to be unavailable, you should be applying to your chair and your dean for a transfer of availability. Cont. Ed. teachers are not affected as they do not have to provide availability to the college outside their teaching hours.

NOTICE OF UPCOMING DEADLINES

APRIL 15TH

- Personal Leave
- Professional Development Leave*
- Sabbatical Leave*

*note that there is no “official date” in the collective agreement for applying for these types of leave, however the college asks that teachers apply by April 15th

APRIL 30TH

- Submitting G.O.S.
The new GOS must be signed and submitted in April. Remember that there is no penalty if you forget to submit the GOS, except that you will have to apply to individual postings in order to exercise hiring priority.

MAY 15TH

- Voluntary Workload Reduction
To be eligible for voluntary workload reduction you must have 3 years of seniority and full-time load in the year of the work reduction. This type of leave grants you a full-year salary credit for pension purposes.
- Paid Leave to Complete a Master’s Degree

PAID LEAVE TO COMPLETE MASTERS’ DEGREE

Any teacher (full-time or *part-time in Regular Sector or Continuing Education) can apply for a paid leave in order to complete a Masters’ degree and access salary echelon 18. The leave can be on a full or part-time basis for up to four semesters. A teacher who receives this paid leave must agree to work for the college or another CEGEP for a time equal to their leave.

HOW TO APPLY

- Submit a “Study Plan” by filling out a form (available at HR)
- The Study Plan is then submitted to the *Parity Committee on Placement* accompanied by a note from the college confirming that the plan covers the work needed to complete a Master’s degree that will be recognized by the college.
- The plan is accepted provided there are sufficient funds
- Priority is given to teachers who have 19 or more years of scholarship and who were already at salary echelon 17 in 2005-2006

*A part-time teacher must have a hiring contract with a workload equal or greater than the amount of leave requested.