



## **Joint Communiqué TCDSB and TECT** **Time in Lieu Procedures for all Elementary School Teachers and Principals**

*On January 13, 2015, the Board entered into an agreement with the Ontario English Catholic Teachers' Association – Toronto Elementary Catholic Teachers (TECT) regarding the scheduling of planning and evaluation time and the provision of time-in-lieu, in certain circumstances. The Agreement between OECTA-TECT and the TCDSB is binding on all parties and must be adhered to in all elementary schools within the TCDSB.*

### **What is planning and evaluation time?**

- Time within the instructional day where a teacher is free from teaching and non-teaching duties.
- Scheduled and provided for teachers who are actively at work on a particular day.
- Teachers are not entitled to reschedule P&E Time if they are absent for the day.

### **Where does P&E Time occur?**

- Occurs at the school unless the principal approves an alternate arrangement.
- If the Board sponsors a professional development session, either voluntary or mandatory, best efforts will be made by the Board to schedule P&E Time at the beginning or end of the event.

### **What happens if a teacher's P&E Time is cancelled by the administration or missed by the teacher?**

- All teachers who are actively at work are eligible to compensation in the form of time-in-lieu – for all missed P&E Time, with some exceptions.

#### **EXCEPTIONS:**

- Statutory Holidays
- Ministry allocated Professional Development Days (currently 7 days).
- Note: if the PD day is scheduled at the school site, P&E time will be worked into the schedule for the day. Either: a) the work day will end earlier; or b) P&E Time will be scheduled within the PD Day.
- Attendance at Mass (capped at 4 Masses or the equivalent of 4 thirty minute preparation periods during mass)
- Note: Principals will work to create an equitable Mass schedule so that no single teacher is missing P&E Time more often than others.
- No teacher shall lose P&E Time as a result of attending Mass more than 4 times. If a teacher attends more than 4 masses per academic year, they are eligible to claim Time-in-Lieu for any missed P&E Time.
- Attendance at professional development session, conference, seminar, workshop, or similar event that is not organized by the Board

## **Part I: As soon as Preparation Time is Lost a Time in Lieu Form Should be Confirmed within a reasonable period of time**

1. The Principal or vice-principal notifies the teaching staff that Time-In-Lieu Forms are available in the office for all teachers whose P&E Time has been cancelled.
2. Extra copies of the form are available in the office at all times.
3. The teacher fills out the form.
4. The Principal or vice-principal reviews the form and initials it.
5. The teacher keeps copies of the form(s) for future use.

## **Part II: How is a Lieu Day Scheduled?**

- The teacher will inform the principal on the day(s) selected and will consult with the principal regarding such dates.
- The teacher will advise whether the teacher will be on or off-site.
- An occasional teacher will be secured by the Principal to replace the teacher.
- **1 Lieu Day Accrued:** the teacher is not required to be on the school site.
- **½ Lieu Day Accrued:** the teacher is not required to be on the school site providing he/she is able to match the half-day lieu time with another staff member (who is also entitled to take a half-day lieu-day). The teacher(s) will consult with the principal to determine whether there is a possibility of a match with another staff member. Once determined the Occasional Teacher replacement is assigned to the school for a full day assignment.

## **Does Time-in-Lieu Expire?**

- It is best practice for lieu time to be used within the academic year it was accrued.
- Under this agreement, a teacher can carry forward lieu-time for 2 years from the date the lieu-time is accrued (excluding any approved leave of absence).
- Any lieu-time that was accrued before January 1, 2015 and is older than two years, must be used before January 30, 2017.
- Time-in-Lieu cannot be provided by another staff member other than a principal/vice principal, or an Occasional Teacher

## **Best Practices**

- **Principals and Vice Principals:** the expectation is that you will co-operate with the tracking and use of the lost planning time.
- **Teachers:** the expectation is that you will use best efforts to track your lost planning time, fill out the forms in a timely fashion, and use your lieu time as soon as practicable.
- **All parties:**
  - The expectation is that all parties will maintain open and professional communication regarding this agreement.
  - The expectation is that the teacher and principal will complete Part I of the Request for Lieu Time form as early as practicable.