



## **Frequently Asked Questions**

### **Oversize Class Compensation**

Oversize class compensation is paid out in December and June. Teachers will receive a letter from their administration in October indicating their class is oversized. Calculations are done on a chart, and they vary by sector (preschool, youth & secondary), information on the calculations can be found in our Collective Agreement (clause 8.4, annex XX, annex XXI). You can request the chart for your oversize class from your administrator. If you have concerns regarding your oversize class compensation, please email the WQTA.

### **Multi-Grade Class Allocation for Elementary Teachers**

Every year, the MEQ allocates funds as a supplementary measure (measure 30136) to provide support to elementary teachers who are assigned multi-grade (multi-level) classes. The amounts allocated to each school are intended for teachers who work with multi-grade classes and cover among other things, the purchase of materials, release time for the preparation of materials, and training (at the choice of the teachers concerned) for those groups. If you have a multi-level class consult your principal to be able to access these funds.

The WQTA is suggesting that the specialists who teach that group should meet with the homeroom teacher to proportion the amount of money based upon the time spent with the group. If you need more information, contact the WQTA.

### **Leave of Absence**

**April 1st** – This is the date to request a leave of absence for the following year. Your letter should be emailed to the School Board to the attention of Mr. Alain Paquin. Be sure to keep a copy of this document for your records. You may cc the WQTA. The WQTA can help you with this letter.

### **Do I lose seniority on a Leave of Absence?**

No, you continue to accumulate seniority as if you were teaching. You may not gain an experience step depending on what you do with your leave (yes, if you are studying full time or working in a field related to teaching).

### **What happens upon my return, where do I go?**

The School Board assumes you are returning to the same school. You may contact your principal with respect to your workload. Be sure the principal knows what courses you prefer to teach by April 1st.

### **Can I ask for another leave of absence?**

Yes, make your request by April 1st. The Board considers the leaves from year to year.



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**What about my insurance coverage?**

You must continue your health plan coverage unless you opt out to a spouse's or partner's plan. The School Board will send you a bill (or the Insurance company).

**Can I change my mind on a leave of absence after applying and being granted?**

You may ask the School Board to rescind the request, but they are under no obligation to do so.

**What about my pension?**

You may buy back your pension for the time you were on a leave of absence BUT remember that you will have to pay back the equivalent of your share and the employer's contribution share.

**Progressive Retirement**

**April 1<sup>st</sup>** - Workloads can be as low as 40% and the percentage may change from year to year. Progressive retirement cannot exceed five years and up to seven years in the new Provincial Entente. Applications for Progressive Retirement must be made to the School Board prior to April 1<sup>st</sup>.

**Partial Leave of Absence**

**May 1<sup>st</sup>** - This is the last date to request a partial leave of absence. The request must be in writing to the Human Resources Director, Mr. Alain Paquin. A partial leave of absence, up to 20%, resulting in an 80% workload or more does not require a pension buy back. The WQTA can help you with a letter.

**Deferred Salary Sabbatical**

There are ½ school year and full school year options. See clause 5-17.00 & annex VII in the Provincial Entente.

**Some options:**

2/3 plan whereby you will receive 66 2/3 % of your salary for the three years and will have the third year as a sabbatical.

3/4 plan whereby you will receive 75% of your salary for the four years and will have the fourth year as a sabbatical.

4/5 plan whereby you will receive 80 % of your salary for the five years and will have the fifth year as a sabbatical.

Note in all cases you must return to work following your sabbatical for an amount of time equivalent to the sabbatical time. Remember to make your **request by May 1<sup>st</sup>**. Any tenured teacher may apply for a sabbatical.



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Note that you CANNOT do daily substitution while on a deferred salary (affects your pension)

Also, if you become pregnant during your year off, there can be an impact on the QPIP as you may not be eligible for benefits or may have reduced benefits.

### **Teaching Preference**

**April 1<sup>st</sup>** - This is the date to notify your School Administration of your **teaching preference** for next year. There should be an approved form to complete that has passed through your School Council. You may want to include in the form what you taught this year, what you prefer for next year and what you prefer to not teach next year. This is a contractual obligation and should be in writing. Be sure to keep a copy for your records.

### **Tentative Workload Assignments**

Prior to last day of the school calendar, all teachers under regular contracts with the Board shall receive **in writing** from your administrator a **tentative assignment** for the next school year. Seniority, qualifications, preferences, and experience shall be considered when determining these assignments. The board may only change the assignment of a teacher between July 1 and October 15 if there is a demonstrable need such as:

- a) A change in enrollment within a school.
- b) A change in enrollment within a discipline at the high school that brings about a redistribution of students in the school;
- c) The unavailability of planned physical or human resources.

### **Voluntary Transfer**

- The teacher must be full-time.
- There must be a full-time position available in the school to transfer to; the transfer is possible only if the school has a full-time position available.
- Teacher advises their intentions to HR/WQTA.
- Teacher submits an official transfer request to HR and the WQTA by applying to a full-time position when the vacancy list is posted.
- As per clause 5-21.19 The School Board shall grant, per seniority and in respect of clauses 5-21.04 and 5- 21.05, as many voluntary transfers as possible to teachers who requested them. The School Board and the Union shall meet during the assignment and transfer process to review the voluntary transfer requests and jointly look at ways to achieve this objective.

### **Priority of Employment/Hiring Hall**

Dates will be posted soon.