

Part-time Leave of Absence

Please read all of this document before making any decisions.

How to Apply

Make an appointment with your principal as soon as possible to discuss your request for part-time leave. Your application should be made using the Application for Personal Leave Without Pay Form which can be found on Human Resources Page of the intranet. Give this application to your principal. Requests must be made by January 31st.

What Happens at School

You request the teaching assignment that you would like, for example , four classes, two in each semester. It will be up to the administration to decide when in the school day your sections will be scheduled. If you prefer a particular part of the school day, you can discuss this with your principal, but admin has the right to assign you as they deem appropriate according to your qualifications and the school's needs. If the schedule you want can't be guaranteed, you will need to decide whether to withdraw your application or to accept whatever you are assigned. If you wish to **withdraw** your application for leave, this should be done no later than **Wednesday, March 31st, 2010**.

After discussion with your principal, if there are problems in scheduling your request, please discuss this with your Branch President who may wish to refer this to Amanda Towe at the District 19 Office.

Administrators must make every effort to schedule your Other Professional Duties before or after your assigned classes (Article 15.03 e of the Collective Agreement). These duties will also be prorated (15.03 e).

2010-2011 School Year

Teaching 1 section: Other Professional Duties 9 per year/4 on-calls

Teaching 2 sections : Other Professional Duties 18 per year/8 on-calls

Teaching 3 sections: Other Professional Duties 27 per year/12 on-calls

Teaching 4 sections : Other Professional Duties 36 per year/16 on-calls

Teaching 5 sections : Other Professional Duties 45 per year/20 on-calls

Like all teachers, you will be expected to attend staff meetings and parents' nights.

Salary Issues

You will be paid according to your teaching assignment. That means that if you are teaching five sections in a year (e.g. 3 in the first semester and 2 in the second), your pay will be split as follows:

In the first semester you would receive 50% of your annualized salary, and in the second semester 33.33% of your annualized salary.

For example: if the annualized salary is \$50,408 - you would be paid \$25,204 in the first semester, and \$16,802.67 in the second, for a total of \$42,006.67 ($50408 \times 5/6$).

If you are on leave, it will take you longer to reach the next step placement on the salary grid. The new Collective Agreement also allows teaching at night school, summer school and adult day school to be used for the purpose of calculating experience on the salary grid. You need to request this recognition within six (6) months of acceptance of a position. Every five (5) hours of paid instruction in continuing education equals one (1) day of teaching experience.

Seniority

Seniority is unaffected by taking part-time leave as it is based on your date of hire.

Pension Implications

If you are on a part-time leave, you **cannot** pay into or buy back your pension. You can only do that if you are on an approved pregnancy, parental, or teacher-funded leave. You must not be working at all in order to pay into your pension. So, taking a part-time leave will have a **permanent effect on your pension.**

Call the Ontario Teachers' Pension Plan to discuss pension implications and options. They can be contacted at

Ontario Teachers' Pension Plan

Head Office Location:

5650 Yonge Street
Toronto, Ontario M2M 4H5

Reception: 3rd floor

Head Office Hours

8:00 a.m. to 5:30 p.m.
Monday to Friday

Member Hotline

Phone

(416) 226-2700
1-800-668-0105 (toll free)

Fax

(416) 730-7807
1-800-949-8208 (toll free)

E-mail
inquiry@otpp.com

Ruth Kirkham at OSSTF Mobile Drive is the Executive Assistant assigned to deal with pension issues. She can be reached at 416 751 8300 or 1 800 267 7867.

Benefits

The Board pays a fixed rate Benefits contribution per Full-Time Equivalent teacher to OTIP to fund our Benefits. If you are not working full-time, you will need to pay the difference between your earned contribution and the full rate. You can opt in or out of this scheme but you can't take part-benefits.

Please contact the Benefits Department at the Board Office to find out what your costs for Benefits would be.

Retirement

Your Retirement Allowance, commonly referred to as the retirement gratuity, is calculated on your annual salary in the year preceding your retirement. If your salary is reduced at the time of your retirement, this would result in a reduced allowance. You should contact the Benefits Department regarding any questions that you have with respect to the retirement allowance.

After Your Leave

At the conclusion of your leave you return to full-time status.

Consider the implications of part-time work carefully before making a decision. Be as flexible as you can be in your subject and scheduling preferences. Good luck!

We are very pleased to have this opportunity to try part-time leave in Peel. Let's work together to make this a permanent option for Peel teachers.