

REPORT OF MISSED PREPARATION AND PLANNING TIME

Should a teacher miss his/her assigned preparation and planning time, the teacher shall report such missed preparation and planning time to the principal, in writing, within one (1) week after each occurrence.

Employee's Name: _____

Date of Missed Prep & Planning Time: _____

Number of Minutes of Missed
Prep & Planning Time: _____

Reason for Missed Prep & Planning Time: _____

Teacher's Signature: _____ Date: _____

NOTES:

OECTA Collective Agreement - Banked Planning and Preparation Time

Teachers may bank preparation and planning time in the following circumstances:

- a) the teacher that provides preparation and planning time fails to arrive
- b) the teacher is required to participate in a board level in-service during the instructional day and their preparation period is missed
- c) the teacher is required to participate in a school-level in-service during the instructional day and their preparation period is missed
- d) the teacher is required to attend a meeting at the direction of the Principal or Board administration during the instructional day and their preparation period is missed. Such meetings may include professional learning team meetings, divisional meetings, IPRCs, or other meetings arranged by administration.

A teacher who misses preparation and planning time due to an extraordinary school activity shall not bank preparation and planning time. Examples of extraordinary school activities may include: school masses, sacramental or religious retreats, school assemblies, or special event days. Where possible, school schedules should be adjusted so that no teacher loses preparation and planning time on a regular basis.

INFORMATION COLLECTION AUTHORIZATION: This information is collected pursuant to the Municipal freedom of Information and Protection of Privacy Act, 1989, and will be used to administer floating holiday requests and approvals. This information will be stored in a file in both the Human Resources and Payroll Departments. Any questions with respect to this information should be directed to your Supervisor or Human Resource Services.

USERS: Teachers
COPIES TO: 1. Principal/Supervisor