

TRANSFER TIMELINES 2023-2024

PLEASE POST FOR TEACHING STAFF

NEW SCHOOL ROUND: Not Applicable for 2023-2024

ROUND 1: April 18 to May 18

April 3	Deadline to complete internal reassignments before Round 1
April 18 (Tuesday)	Round One catalogue opens at 4 PM
April 25 (Tuesday)	Round One applications close at 4:30 PM
April 25 – May 2	Positions interviewed and awarded
May 18 (Thursday)	Closed Report available online

ROUND 2: May 23 to June 22

May 8	Deadline to complete internal reassignments before Round 2
May 23 (Tuesday)	Round Two catalogue opens at 4 PM
May 30 (Tuesday)	Round Two applications close at 4:30 PM
May 30 – June 6	Positions interviewed and awarded
June 22 (Thursday)	Closed Report available online

January 31

Deadline: Threshold applications and qualifications evaluations

February 1-28

Summer Learning Posting

February 1

Job Share Meeting – Teams Meeting 3-4 pm – Details to follow in weekly memo

February 15

Transfer Rounds Information Meeting – Teams Meeting 3-4 pm – Details to follow in weekly memo

March

Projections and entitlements, Staff Committee Consultations

March 31

Deadline: Long Term Leaves (all) & Partial Personal Leaves (secondary & non-enrolling)

April 3 *April 1 falls on Saturday*

Deadline: Job Share Applications to be submitted to School Administration

* As per HR/STA agreement, if entitlements for any position are delayed, the deadline for those job owners to submit a job share application shall be 7 calendar days following the administration receiving those entitlements

June 7

Placement Meeting - Details to follow – Teams Meeting 3-4 pm – Details to follow in weekly memo

June 15

Deadline: Submit Placement Forms to HR for those employees not successful in the Transfer Rounds