

**TEACHER NOTICE: LOU 16(c) — TTOC EXPERIENCE TRANSFER REQUEST —
FORM A**

**Re: August 31st transfers for TTOC experience accrued up to and including
June 30th**

This constitutes my written notice under LOU No. 16(c) of the collective agreement that I, (last name, first name) _____, Employee ID # _____, wish to transfer my eligible TTOC experience credits earned under Article C.4 (up to and including **June 30**, _____) to that of the applicable previous local collective agreement increment language for continuing and/or temporary employees. Transfer of these experience credits shall take place and be effective **August 31**, _____.

I understand that once I submit this application to the employer, this decision to transfer is final and cannot be reversed.

Teacher Signature

Date signed

District Receipt Confirmed

Date of Receipt

Please Note: This written notice must be provided by the teacher and received by the district no later than **June 30th** of the preceding school year for a transfer for TTOC experience credits earned up to and including **June 30th** to take effect **on August 31st** of the following school year.

Route to Payroll Department, Courier #471

**TEACHER NOTICE: LOU 16(C) — TTOC EXPERIENCE TRANSFER REQUEST —
FORM B****Re: December 31st transfers for TTOC experience accrued up to and including
November 15th**

This constitutes my written notice under LOU No. 16(c) of the collective agreement that I, *(last name, first name)* _____, Employee ID # _____, wish to transfer my eligible TTOC experience credits earned under Article C.4 (up to and including **November 15**, _____) to that of the applicable previous local collective agreement increment language for continuing and/or temporary employees. Transfer of these experience credits shall take place and be effective **December 31**, _____.

I understand that once I submit this application to the employer, this decision to transfer is final and cannot be reversed.

Teacher Signature_____
Date Signed_____
District Receipt Confirmed_____
Date of Receipt

Please Note: This written notice must be provided by the teacher and received by the district no later than **November 15th** of the school year for a transfer for TTOC experience credits earned up to and including **November 15th** to take effect on **December 31st** of the same school year.

Route to Payroll Department, Courier #471