

Request for a Transfer of Availability

Please see the reverse side of this form before filling it out.

1. Teacher information.

Name of Teacher	Department(s)
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2. Dates of Absence from the College.

_____ to _____

Year/Month/Day	Year/Month/Day
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3. What department/program/college activities do you propose to pursue to make up for the period you will be away?

4. My preferred dates of availability are following the final day of availability of the winter semester.
 preceding the first day of availability of the fall semester.

5. I will monitor and respond appropriately to my emails and/or MIOs at least every two days.

YES NO (*This may affect the ability of the College to grant a transfer of availability.*)

6. I will not be available for the following meetings:

Faculty Signature _____ Date _____

Approvals

The department DOES DOES NOT support this Request for a Transfer of Availability.

7. Department Chair

_____ Date _____

8. Sector Dean

_____ Date _____

Comments

Request for a Transfer of Availability

Teachers may transfer their availability from a period outside the days of each semester allotted to teaching and evaluation (82 days) to a period of non-availability during the scheduled vacation period. Normally a full-time day teacher must be available to the college 6.5 hours per day from Monday to Friday with the exception of 2 months summer vacation and statutory holidays.

A teacher who wishes to be absent during the contractual period of availability for reasons other than medical or pedagogical, must make a request to their Sector Dean's office for a *Transfer of Availability*.

It is important to recognize that such transfer is a privilege and not a right and that the request may not be approved.

Guiding Conditions

1. In the event of any modification to the Academic Calendar, please be aware that a transfer of availability that is granted may be revoked.
2. A *Transfer of Availability* will not be authorized on teaching days.
3. During the transferred period, a teacher will be required to perform tasks deemed appropriate by their department/program(s) or Sector Dean.¹
4. A teacher must ensure that the Chair or delegate has access to the students' assessments and grades.
5. If a teacher agrees to monitor and respond to emails and/or MIOs, as described in item #5 on the opposite page, the number of days that the teacher will need to 'pay' back may be reduced.
6. A *Request for a Transfer of Availability* should be submitted at least a month in advance to the Sector Dean's office with prior department Chair support.
7. The teacher will activate their temporary absence notification on their voice message and email system(s) indicating the period of absence and who to contact; otherwise, the teacher will be responsible to monitor and respond periodically (see item #4).

Procedure

1. Submit the completed form to the departmental Chair for signature.
2. Submit the form with the departmental Chair's signature to the Sector Dean's office.
3. Sector Dean's decision will be communicated to the teacher.

¹ The tasks must be consistent with clause 8-4.01 of the Faculty Collective Agreement.