

PART TIME AND ITINERANT TEACHERS' SCHEDULE FOR SECONDARY SCHOOLS

Who should complete:

Teachers working part-time (less than a 1.0 assignment) **or** working at more than one location.

When to complete:

It will be necessary to submit a new form at the beginning of the school year **or** anytime your schedule changes during the school year.

How to complete:

Teachers working part-time – Please indicate which blocks you are working (if you work at two locations, please indicate location names) Teachers working at more than one location – indicate the school name(s) and the days of work for each location. Itinerant band teachers – should attach their work schedule. Teachers working a linear schedule – Indicate the day you work

Important:

Teachers with assignment changes throughout the school year, must re-complete this form and send to HR for schedule revisions. If your schedule is correct, you will not have problems with absence logging.

Location	P	Monday	P	Tuesday	P	Wednesday	P	Thursday	P	Friday
	1		1		1		1		1	
	2		2		2		2		2	
	3		3		3		3		3	
	4		4		4		4		4	

If applicable, please indicate which day: Day 1 Day 2

I am interested in TOC'ing: YES NO

(Reminder: If you marked "yes" to TOC'ing and do not want to TOC certain days, make yourself unavailable on those days)

Start Date: _____ What total % (FTE) are you currently working? _____

Additional Information (i.e. who is your job share partner?) _____

Employee Name: _____

Employee Number: _____

Phone Number: _____

Today's Date: _____

Please return via email – dispatchdesk@burnabyschools.ca