

PART TIME AND ITINERANT TEACHERS' SCHEDULE FOR ELEMENTARY 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 weekly – indicate the school’s name and the days of work. Teachers working on a rotating schedule (i.e. 3 days one week and 3 days the next week – indicate the starting date of the rotation (i.e. Week 1 is M/T/W and Week 2 is M/T, rotation started on Sept 8/15). Teachers working at more than one location – indicate the school’s name(s) and the days of work for each location. Itinerant band teachers – should attach their work schedule.

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.

	Week 1		Week 2	
Monday	AM		AM	
	PM		PM	
Tuesday	AM		AM	
	PM		PM	
Wednesday	AM		AM	
	PM		PM	
Thursday	AM		AM	
	PM		PM	
Friday	AM		AM	
	PM		PM	

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