



## RTU Monthly Digest

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### **“What am I responsible for when I’m absent?”**

RTU has noticed an increase of questions surrounding teachers’ responsibilities when absent. There have been a couple of changes this year so we wanted to clarify them for all.

Entering Absences/Scolago: It is the teacher’s responsibility to enter any absences directly into Scolago. There are no cut-offs on notice for entering the absences into Scolago, but if it is being entered for the same day, please also contact your administration or secretary so that they are aware of the new job and can monitor its status.

It is also the teacher’s responsibility to make sure that the substitute has an accurate schedule for the day. Teachers can choose between the following two ways to enter schedules in Scolago:

1. Master schedule that a teacher enters once for their entire week/cycle and it can be used whenever a new absence is created
2. Individually every time a new absence is created

Reminder, subs do not get paid for recesses without assigned supervision or spares (even if you leave them work to do, so please don’t leave them unpaid work to complete).

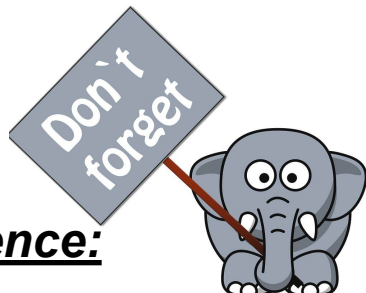
Substitution Plans: Teachers are responsible for providing plans for advance absences. Last-minute/day-of absences can rely on the 3-day emergency plans that teachers prepared at the beginning of each school year.

Plans should include any relevant information the substitute teacher needs to run the class smoothly, such as: class list/seating arrangement, classroom routines, any special arrangements for individual students, etc,

Any needed photocopies should already be made, as subs may not always get the opportunity, or know where or how, to make them.

Teachers are not responsible for planning past the first 3 days of any long-term absences, unless it was agreed to as part of an arrangement when requesting a leave of absence.

Should you or a colleague face a situation or have a request made of you that seems outside of your responsibilities, please feel free to contact the union to discuss.



## **Leaves of Absence:**

RSB recently sent out the forms needed to request leaves-of-absence for the 2023-2024 school year. For teachers, these forms are due back **before March 1, 2023** (note: March break begins February 27, 2023).

The union would like to remind teachers that requests for Part-Time Leaves of over 20% (i.e teaching loads of under 80%) will have an impact on your pension contributions and on the acquisition of your experience and movement on the pay scale.

If you would like to discuss the impacts in specific cases, please contact us at the office.



## **COVID ISOLATION DAYS:**

An update was sent out to the teachers who lost sick days due to Covid isolation before the requirement was lifted in November. Please check your emails for directions on a suggestion for compensation. Please note that for teachers who lost days in August or September 2023, there is a nearing deadline.



## **ASK-A-STAFFER:**

March 21st, 5pm by zoom

Focus: Maternity/Paternity leaves and Voluntary Transfers

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RTU-SER

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