



## **2020/21 DEADLINES YUKON TEACHERS' ASSOCIATION MEMBERS**

### **EDUCATIONAL LEAVE** **NOVEMBER 1, 2020**

- Application forms are available from the Yukon Teachers' Association
- Submit the application to YTA
- Send a copy of your application form to the Assistant Deputy Minister, Schools and Student Services

### **DEFERRED SALARY LEAVE** **FEBRUARY 1, 2021**

- Application forms are available from Human Resource Services or Yukon Teachers' Association
- Submit the application to your Superintendent

### **LEAVE WITHOUT PAY** **MARCH 12, 2021**

- Submit an email to your Superintendent (cc. Principal), for approval
- You will receive confirmation of whether your request is approved by the Superintendent
- If request is approved, you will need to complete the leave without pay form online

### **NOTICE FOR INTENT TO TRANSFER** **MARCH 31, 2021**

- Notice of intent for Transfer
- Submit an email to your Superintendent (cc. Principal)
- This notice of intent to transfer does not guarantee a transfer, applications must be submitted for postings of interestscsd

### **RETURNING FROM LEAVE** **MARCH 31, 2021**

- Submit an email to your Superintendent and Principal indicating your intent to return from leave, at least 3 months prior to the end of leave or by March 31, 2020

### **RESIGNATION / RETIREMENTS** **MAY 1, 2021**

- Please provide at least 30 days' notice or by May 1<sup>st</sup>, to avoid over payment
- Submit a **signed** letter via email to your Superintendent and Principal
- You must indicate the last day of work (i.e. last day of school, June 12<sup>th</sup> 2020)