



Time-in-Lieu Form

2024-2025

Complete Part I of this form if you have lost planning and evaluation time in less than 240 minutes of planning and evaluation time for a week (120 minutes for half time assignments).

It is recommended to complete and submit this form on a weekly basis or within a reasonable timeframe after the loss of planning and evaluation time.

Complete Part II of this form **when you are making a claim** when scheduling your day for time in lieu. You are entitled to be compensated by matching time-in-lieu. (*Article 5.12 (d)(i) of the Collective Agreement 2014-2017*)

The scheduling of the time-in-lieu shall be determined by the teacher in consultation with the principal.

PART I: *(To be completed by the teacher and submitted to principal.)*

Name	School	Grade/Position	Date Submitted

Day	Month	Date	Reason for lost planning and evaluation time	Minutes lost	Principal Initials
Mon					
Tue					
Wed					
Thu					
Fri					
TOTAL AMOUNT:					

Check one of the following:

- Planning and evaluation time-in-lieu will be scheduled in a timely manner.
- Planning and evaluation time-in-lieu will be accrued for use at a future date.

PART II: *(To be completed by the teacher in consultation with the principal.)*

Time-in-Lieu will be provided:	
On the following date (s):	
At the following time(s): <i>(Indicate start and end times)</i>	

Principal's Signature

Date

Teacher's Signature

Date

IMPORTANT NOTE: According to Article 5.12 (d)(ii) of the Collective Agreement, time-in-lieu cannot be provided by existing teaching staff.