

CHANGE IN EMPLOYMENT STATUS AFFECTING PD BOOKING

Annual Contract Year 1 (AC 1)
Annual Contract Year 2 (AC 2)
One Year Only Contracts



You will be given the choice to move to Substitute status and will be able to continue to attend professional development courses in which you are enrolled.

LAYOFF
SURPLUS



You will remain on ACTIVE status and will be able to continue to attend professional development courses.

RESIGN
RETIRE
TERMINATED WITH CAUSE



Your booking into any professional development course with a START DATE after the date of action (resignation date, retirement date or termination date) WILL BE REMOVED. Any confirmation for that booking will become VOID.

Once a course has begun, no change in employment status will affect your participation in the class. However, your status must be changed to EXTERNAL in order to earn inservice credit on your record. Please notify your Course Organizer (listed on your confirmation) of your change in status PRIOR TO THE END DATE OF THE COURSE. Failure to do so may result in loss of inservice credit.