

Good afternoon,

A couple of important notes about timetables and absences, as there are many variations in what is being done with timetables this year, please keep the following in mind:

Absences:

1. You should not be deducted for your 1 hour per day of Personal Work, when you are absent. In some cases it's not on your timetable so it's not an issue, however in many cases it is on the timetable. Make sure that you check your absence forms carefully.
2. Apart from that time, you are absent for the time that is on your timetable, calculated on a minute by minute basis.

OPD:

1. You cannot take any hours of OPD off your annual total when you are with students. If there are students present then it is not OPD time. In other words, take the example of a Christmas Concert, practice times and the time for the concert are not OPD. This would be compensatory time or Value Added. Planning for the concert, making scenery etc., can be counted in your annual total.
2. Yes you can have spaces in your timetable that are empty. The rule about having to fill in the gaps no longer is applicable.

Thank you and enjoy your weekend,

Gillian

Gillian O'Rourke-Garrett

ESTA President

418-680-2163

esta.aees@gmail.com

40 Mountsorrel

New Carlisle, QC

G0C 1Z0