

**Overview of Workload and Presence
Secondary Sector**

	5 DAY CYCLE	6 DAY CYCLE	9 DAY CYCLE
Teaching Time (Average)	1025	1230	1845
+ Duties Assigned			
<ul style="list-style-type: none"> ▪ Homeroom ▪ Remediation ▪ Support (encadrement) ▪ Supervision 	175 min.	210 min.	315 min.

Total Teacher Workload (8-7.02)	1200 minutes (20 hrs)	1440 minutes (24 hrs)	2160 minutes (36 hrs)
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¹**Arrival/dismissal/passing time** not included unless assigned supervision during that time. If not assigned, it is part of “other tasks”.

+ Other Tasks			
Preparation time	250 min.	300 min.	450 min.
Examples of possible tasks:	1700 min.	216 min.	306 min.
<ul style="list-style-type: none"> ▪ ¹Arrival/Dismissal/Passing time (if not assigned supervision) ▪ ²Recess not assigned ▪ Meeting with colleagues ▪ Teacher Council credit if elected 	* * * (-) 60 min	* * * (-) 72	* * * (-) 108
Total	420 minutes (7 hrs)	504 minutes (8.4 hrs)	756 minutes (12.6 hrs)

Total Assigned Work (8-6.02 a) i)	1620 minutes (27 hrs)	1944 minutes (32.4 hrs)	2916 minutes (48.6 hrs)
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²**Recess not assigned (RNA)**, when it is between two assigned periods of work and for which no other workload is assigned (e.g. supervision), becomes Personal Work (PW). If not between two periods of assigned work, it is included in “Other Tasks”.

+ Personal Work (8-6.02 a) ii)	300 min. (5 hrs)	360 min. (6 hrs)	540 min. (9 hrs)
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- Compensation: (these items are deducted from the 5 hours)			
<ul style="list-style-type: none"> ▪ 10 Staff Meetings & 3 Parent-Teacher Meetings ▪ School-level Committee for Special Needs Students ▪ Governing Board ▪ ²Recess not assigned ▪ ECA (8-6.06.4 (e)) 	(-) 60 min. (-) 60 min. (-) 60 min * *	(-) 72 min. (-) 72 min. (-) 72 min. * *	(-) 108 min. (-) 108 min. (-) 108 min. * *

Total Presence Time	1920 minutes (32 hrs)	2304 minutes (38.4 hrs)	3456 minutes (57.6 hrs)
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***Varies** depending on each teacher’s schedule