

**Overview of Workload and Presence  
Pre-K and K Sector**

	5 DAY CYCLE	6 DAY CYCLE	9 DAY CYCLE
<b>Teaching Time (Maximum)</b>	1230 (20.5 hrs)	1476 (24.6 hrs)	2214 (36.9 hrs)
<b>+ Duties Assigned</b>			
<ul style="list-style-type: none"> <li>▪ Homeroom</li> <li>▪ Remediation</li> <li>▪ Support (encadrement)</li> <li>▪ Supervision</li> </ul>	150 min.	180 min.	270 min.

<b>Total Teacher Workload (8-7.02)</b>	1380 minutes (23 hrs)	1656 minutes (27.6 hrs)	2484 minutes (41.4 hrs)
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<sup>1</sup> **Arrival/Dismissal/Passing time:** An elementary school teacher shall ensure the supervision of **his or her students** during the time before the beginning of the first class in the morning and the afternoon, between classes, and following the class in the morning and afternoon (8-7.07.1) and is accounted for in "Other Tasks".

<b>+ Other Tasks</b>			
Preparation time	150 min.	180 min.	270 min.
<b>Examples of possible tasks:</b>	90 min.	108 min.	162 min.
<ul style="list-style-type: none"> <li>▪ <sup>1</sup>Arrival/Dismissal/Passing time (if not assigned supervision)</li> <li>▪ <sup>2</sup>Recess not assigned</li> <li>▪ Meeting with colleagues</li> <li>▪ Teacher Council <b>credit</b> if elected</li> </ul>	* * *	* * *	* * *
	(-) 60 min	(-) 72	(-) 108
<b>Total</b>	240 minutes (4 hrs)	288 minutes (4.8 hrs)	432 minutes (7.2 hrs)

<b>Total Assigned Work (8-6.02 a) i)</b>	1620 minutes (27 hrs)	1944 minutes (32.4 hrs)	2916 minutes (48.6 hrs)
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<sup>2</sup> **Recess not assigned (RNA)**, when it is between two assigned periods of work and for which no other workload is assigned, is accounted for in Personal Work (PW). Once the 5 hours of PW have been accounted for, RNA shall be counted in "Other Tasks".

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

<b>Total Presence Time</b>	1920 minutes (32 hrs)	2304 minutes (38.4 hrs)	3456 minutes (57.6 hrs)
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