

WINTER CONTRACTUAL DEADLINES



February 1 — Deadline for Site Governance Team to submit request for change in prep time emphasis to the joint SDUSD-SDEA Preparation Time Committee
(Section 8.6.3)

February 1 — Deadline for Site Governance Team to submit request for change in school start time to the appropriate division head
(Section 8.13)

February 1 — Deadline for Site Governance Team to eliminate a bargaining unit position*
(Section 24.5.2)

**Note that this is different than enrollment-based excessing, which does not eliminate a type of bargaining unit position from a site, but decreases the number of unit members who hold that position. In accordance with Article 12: Transfer Policies, excessing occurs at the end of the school year based on projected enrollments, or in the fall based on actual enrollments.*

March 1 — Deadline to apply for Retirement Incentive with Human Resources (HR)
(June 2012 Agreement, Section H-1-b)

March 1 — Deadline to apply for Reduced Workload with Human Resources (HR)
(Section 31.5)

March 1 — Deadline for itinerant unit members to express their work schedule preferences for the following school year
(Section 12.16.2)

March 1 — Deadline to apply for summer school positions
(Section 17.1.4)

March 1 — Deadline to request Category I or III long-term leave with HR
(Section 10.6.1.4, 10.8.1)

March 1 — Deadline for members on Category I long-term leave to notify HR whether they intend to return, extend their leave, or resign for the next school year
(Section 10.6.1.5)

March 15 — Deadline for members on non-Category I long-term leaves to notify HR of their intent to return the following school year in order to receive post and bid rights
(Section 12.8.1)

March 15 — Deadline to submit transcripts to receive salary credit for current school year; units must be completed by January 31, and will be effective February 1
(Appendix A, Section 2.051 B)