

2025 – 2026



ETFO DURHAM OCCASIONAL TEACHERS' LOCAL

**1077 Boundary Road, Unit 107
Oshawa, ON L1J 8P8**

**Telephone: 905-404-0411
Website: www.etfodotl.com
Email: info@etfodotl.com**



@ETFO_DOTL

IMPORTANT REMINDERS

PROTECT YOURSELF:

- Never leave your students unsupervised.
- **DO NOT TOUCH STUDENTS.**
- Never be alone with a student.
- Do not drive students.
- Never use your personal email or home telephone in communications with students or parents.
- Be very careful as to what you post on social networking sites such as Facebook and Twitter.
- Be aware of what constitutes a violent incident. You are **legally** required to immediately report all violent incidents that have or could have caused an injury, to the school administrator who is obligated by law to complete specific forms and provide you with the appropriate forms you must complete. A follow-up debrief should take place. If not, contact the Local. There are 3 major types of reporting: Safe Schools Incident Report Form; Employee Violent Incident Reporting; and Workplace Injury Reporting. For a quick chart of when and what type of report to complete, see the chart on page 7, or go to our website.

YOUR LOCAL ETFO UNION REPRESENTATION:

An OT shall not be discharged and/or disciplined without just cause. An OT is entitled to have Union Representation present at any meeting in which discipline is imposed. The OT shall be informed of his or her right to Union Representation, but it is the responsibility of the OT to contact the Local. We recommend you copy the Local on all your correspondence with the Board related to work issues. **An OT can stop a meeting which they feel is disciplinary in nature and request that the meeting be rescheduled for a time in which a Union Representative can be available to attend the meeting.**

LEGAL ASSISTANCE FOR MEMBERS: (Provincial)

If you are contacted by police or the Children's Aid Society (CAS) regarding an allegation against you related to your teaching duties:

During Office Hours:

1. DO NOT participate in or consent to an interview.
2. DO NOT make a statement to anyone regarding the allegation/charges.
3. DO SAY "I am willing to cooperate but I am unable to comment until I contact my union representative and legal counsel."
4. Get the name, title and contact information for the police officer or CAS worker who has contacted you.
5. Call ETFO Professional Relations Services (PRS) at 1-888-838-3836 and state that your call is urgent. An "on call" counsellor will provide you with the necessary assistance.

After Office Hours:

If police are enroute or on the scene and you are at risk of being arrested/incarcerated for criminal charges related to your teaching duties, call Professional Relations Services (PRS) at 1-888-838-3836. Follow the instructions and if necessary, a lawyer will contact you as soon as possible.

HOW TO STAY IN CONTACT WITH THE LOCAL

(All communication of a personal nature is kept confidential.)

PHONE: 905-404-0411

Please be sure to speak clearly and leave a number where you can be reached.

EMAIL:

Sending: Have Questions / Answers / Ideas? Send us an email to: info@etfodotl.com. Please use your PERSONAL (not DDSB) email address.

Receiving: Our “blast” emails are sent to you by the Local on an as needed basis. The blasts are our instant communication to you regarding important information, surveys, collective bargaining information, as well as informing you of professional learning opportunities and social events. To ensure our emails are not regarded as “spam” by your email provider, include info@etfodotl.com in your address book. Members in good standing can request to be added to our email list by sending an email to info@etfodotl.com. Please use your PERSONAL email address only.

WEBSITE: www.etfodotl.com

Our website includes both a public side and secure members only side. For access to the secure side you must request an ID and password from info@etfodotl.com. The secure section contains information regarding workshops, PL Funding, our Collective Agreement and Constitution.

SOCIAL MEDIA:

Join our Facebook group at: <https://www.facebook.com/groups/etfodotl> a closed group for members only. Here, members can ask each other everyday questions and are kept informed of DOTL workshops and social events. We are building a community to support and encourage one another. The executive is also part of this group and jumps in when needed to assist. You are encouraged to post your everyday experiences in our FB group.

Follow us on X @ETFO_DOTL. You can follow us and other campaigns, both DDSB and ETFO related, that provide us with news and opinions that promote our interests. Follow us @ETFO_DOTL and add your voice.

MEMBERSHIP MEETINGS:

The Local holds a minimum of two (2) all membership meetings a year. Our General Meeting (GM) is held at the end of February where members receive information about the status of budgets, vote on constitutional changes, and any other business that is necessary. The meeting is followed by a fun “themed” dinner buffet. A more formal Annual Meeting (AM) is held in May where we vote on the next year’s budget, announce any changes in the executive, honour our retirees, and discuss any other Local business. The meeting is followed by dinner.

SOCIAL GATHERINGS:

At various times throughout the year, the Local holds social gatherings, such as: Halloween Party, December Holiday Party, Women’s Day celebration, etc.

PROFESSIONAL LEARNING pl@etfodotl.com

Your Professional Learning Committee works throughout the year to organize workshops and training sessions that will be useful and meaningful to your teaching practice whether you are a Daily OT or LTO. Presenters come from ETFO's Presenters on the Road program, the DDSB, our own Local, the Durham Community and also other Locals, both OT and Permanent.

Notifications for workshops are sent to members on the Local's email list and registration is online through the notices.

Professional Learning Subsidies.

The ETFO Durham Occasional Teachers' Local is pleased to provide funding for Professional Learning Opportunities. The intent of the fund is to provide monetary support for members taking AQ/ABQ courses, attending workshops and conferences, and purchasing professional books. The revised criteria for the subsidies can be found on the Local's website, along with online applications. Subsidies are accessible as long as budgeted funds are available.

The Professional Learning Committee updates and modifies criteria and forms from time to time to ensure we best serve our members' needs. ***Please check the Local's website for the latest information, criteria, and application forms.***

Questions concerning Professional Learning, funding for courses, book reviews and workshop suggestions are always welcome. Please contact the Professional Learning Committee at pl@etfodotl.com.

Late Cancellations and No Shows Policy: In order to prevent the frequent late cancellations and no shows that occur (whether for workshops, socials or meetings) a Late Cancellations and No Show Policy has been developed. Members will receive an email and be informed of the policy. To see the policy, please visit the Local's website at: www.etfodotl.com

You will also find ETFO's Professional Learning and Summer Academy courses available through the ETFO Event Management System (EMS) at:

<https://etfo.events.org/>. You will need to sign in to view this page.

For information about AQs provided by ETFO, visit: <https://etfo-aq.ca/>

The Ontario Teachers' Federation also has regular webinars and courses available at:

<https://www.otffeo.on.ca/en/learning/otf-connects/>

Note: The DDSB offers AQ courses and extends an employee discount to OTs. As well, there are often other subsidies available. Find out more here:

<https://www.ddsb.ca/en/programs-and-learning/additional-qualifications.aspx#Courses-offered>

INFORMATION YOU SHOULD NOTE

2024 - 2026 EXECUTIVE

President	George Taylor	president@etfodotl.com
First Vice President	Ann Webb	firstvp@etfodotl.com
Second Vice President	Tom Wall	
Treasurer	Connie Zoet	
Secretary	TBD	
Members-at-Large	Heather Gillette	
	Candice Holt	
	Pavthra Vigneswaran	
	Sirajunnisa Salim	
	Harriet Hunt	

Occasional Teacher Roster

In order to remain as an elementary Occasional Teacher with the DDSB, **you must annually:**

- Confirm your intention to remain on the Occasional Teacher Roster by completing the **Substitute Status Form** found in the Employee Self-Serve section of the DDSB website no later than June 30th of each year. The Board will advise members via your DDSB email when the form is available to complete.
- Complete your **Offence Declaration**, also found in the Employee Self-Serve section in the employee portal of the DDSB website. The Board will advise members via DDSB email when the form is available. Follow the online instructions and complete the declaration by the date stipulated (usually September 1st of each school year).
- *** Based on our most recent Collective Agreement. Pay your OCT fee before April 15th. If you are working in an LTO teaching assignment based on the first pay in January, the OCT fee will be deducted from your earnings on that pay. If you are not in an LTO based on the first pay in January, the DDSB will not deduct the fee from your earnings, and you will be responsible for paying the fee to OCT by the due date set by the OCT. Go to the OCT website at www.oct.ca and follow their instructions to ensure your teacher certification is kept in good standing.**
- Work a minimum of 30 assignments within the school year. If you do not work the minimum number of assignments, you will receive a letter from the DDSB removing you from the OT Roster.
- Remember to inform the DDSB **and the Local** of any changes you make in your name, email address, home address, and/or phone number.

It is important for all members to check their DDSB Outlook email on a regular basis throughout the year. The Board works through the summer (excluding Fridays) and uses email to keep employees updated.

LEAVES: (Article L15)

Sick Leave: (Article C6.1f) LTOs working a 1.0 assignment receive 11 sick days for the year at 100% of salary and 120 short-term disability days (STLDP at 90% of salary) from the start of the assignment. When the length of the assignment is not known in advance, a projected length will be determined, and an adjustment made retroactively if necessary. Assignments of less than 1.0 full year are pro rated accordingly. Benefits cease at the end of the assignment or if exhausted (whichever ends first). Note: A member who works more than one LTO assignment in the same school year may carry forward Sick Leave and STLDP from one LTO assignment to the next, provided the assignments occur in the same school year. Daily Occasional Teachers are not eligible for Sick Leave or STLDP).

Pregnancy Leave: (Article C10.2) LTOs eligible for EI Benefits are entitled to Supplemental Employment Benefits (SEB) to top-up their EI Benefits and receive 100% of salary for (8) weeks of pregnancy leave (or to the end of the term of the assignment whichever comes first). Requests should be submitted through the Forms Online system accessible through Employee Self Service (ESS) and received at least (4) weeks prior to the start date of the Leave. Daily Occasional Teachers are not eligible to receive the SEB top-up even if they qualify for Regular EI Benefits.

Family Medical Leave (or Critically Ill Child Care Leave): (Article C10.1) LTOs eligible for EI Benefits under the amended Employment Standards Act are entitled to Supplemental Employment Benefits (SEB) to top-up their EI Benefits and receive 100% of salary for (8) weeks of the leave (or to the end of the term of the assignment whichever comes first). Requests should be submitted through the Forms Online system accessible through Employee Self Service (ESS). Daily Occasional Teachers are not eligible to receive the SEB top-up even if they qualify for Regular EI Benefits.

Bereavement Leave: (Article L15.02a) LTOs are granted up to (5) days at the time of the death of a member of their immediate family, and (1) day to attend the funeral of an aunt or uncle, niece or nephew, without loss of salary. Please refer to our Collective Agreement for the definition of “Immediate Family”. Requests should be submitted through the Forms Online system accessible through Employee Self Service (ESS). Daily Occasional Teachers are not eligible for Bereavement Leave.

Long Term Unpaid Leave of Absence: (Article L15.04) OTs who have worked for one year or longer, and successfully completed the probationary period, may request a leave of absence without pay for up to (1) school year. Requests should be submitted through the Forms Online system accessible through Employee Self Service (ESS) and received at least (2) weeks prior to the start date of the Leave. Note: Extensions for Leaves that go beyond (1) school year must be approved by the Superintendent of Education - People and Culture. (See exception L15.05)

Accepting an LTO with another Board within your first year, could terminate your employment with the DDSB.

Short Term Leaves: A Daily Occasional Teacher may book off using SFE for up to (4) consecutive weeks without seeking approval from the DDSB.

Incident Reporting

The most difficult part of reporting incidents is knowing how and when to report. There are three major types of incident reporting that a teacher could be involved with:

- 1. Safe Schools Incident Reporting Form**
- 2. Employee Violent Incident Reporting (Replaces ETFO Form)**
- 3. Workplace Injury Reporting (WSIB)**

Depending on the nature of the incident, certain incidents will require the completion of only one type of reporting, while others may necessitate the completion of more than one.

1. Safe Schools Incident Reporting Form

- Must be completed when you witness or have knowledge of an incident which could lead to suspension or expulsion
- Also known as Bill 157 Forms, these forms were designed to document and report incidents to the Ministry of Education.

Completed by:

- Online form available in “Forms Online” in the Employee Self Serve section of the Staff Portal on the DDSB website
- The duty to report is the responsibility of every board employee; this means that if four teachers and two EA’s witness an incident, then all four teachers and both EAs must EACH submit reports.
- Staff are legally required to complete these reports.

Outcome:

- The report stays in the student’s OSR for 1 year
- Principal must return a receipt to the employee who submitted the report indicating that the incident has been dealt with (but not how).
- If you do not receive a report within a week, remind the Admin that you are awaiting a written response.

2. Employee Violent Incident Reporting

- Must be completed when a student has exhibited violent behaviours that could have caused injury to the employee (whether or not an injury actually occurred).
- Verbal aggression/harassment by either a student or parent should also be reported, whether in-person or on-line.

Completed by:

- Teacher. Online form available in “Forms Online” in the Employee Self Serve section of the Staff Portal on the DDSB website

Outcome:

- It is important to note that there is nothing that will mitigate reporting; if the incident involves a special needs student who is exhibiting symptoms of their disability, the reporting still occurs but the consequence may be mitigated.
- Copy is sent to the ETFO Local office

3. Workplace Injury Reporting (WSIB)

- Three (3) forms must be completed whenever you are injured at work (WSIB Forms 6, 7, and 8)
- It is important to report the injury even if you think the injury is minor just in case it does turn into something more serious

Completed by:

- Completed by Member (WSIB Form 6 – Employee) on-line, WSIB website
- Completed by Principal or VP in consultation with teacher (Form 7 - Employer)
- Injury should be reported to Admin ASAP but at least within 24 hours; if unable to complete them right away, notify Admin ASAP and then have the reporting completed immediately after that. Reports available online on the WSIB website.

Additional Reporting:

- It is important to seek medical attention immediately for a workplace injury; go to a walk-in clinic or the emergency room if you have to
- If you do not do so immediately, it will be problematic or even impossible later to link your symptoms to your injury at work
- When you are assessed by the doctor, be sure to tell them that you were injured at work; this will necessitate the completion of a WSIB Form 8 documenting your injury. Get copies for yourself.
- Contact the Local if you miss work due to the injury beyond the day of the injury.

Outcome:

- Any days off work due to a workplace injury must be tracked and adjudicated by both the DDSB and WSIB. You must submit documentation to both parties.
- Any days off deemed to be WSIB days will not be deducted from your regular sick day account.

Examples of Type of Report to Submit

Follow the same reporting procedure for all students whether they are identified (IEP) or not. When in doubt, contact the Local Office for assistance 905-404-0411.

Examples	Safe Schools Incident Reporting (teacher completes on-line)	Employee Violent Incident Reporting (teacher completes on-line)	Workplace Injury Reporting (principal with teacher input)
Student hits another student	X		
Student hits another teacher	X		
Student hits you	X	X	
Student hits you and breaks your arm	X	X	X
Student threatens to hurt another student	X		
Student threatens to hurt you	X	X	
You slip and fall in the hallway			X

PAY INFORMATION 2025– 2026

ELEMENTARY OCCASIONAL TEACHERS

Terms of this Collective Agreement call for payment to be made bi-weekly by means of direct deposit. Time sheets must be entered and verified by **Monday end of day, following the cut-off date.**

Time Sheet Pay Period:

Pay Period Start	Pay Period End	Pay Date
2025-Jul-13	2025-Jul-26	2025-Aug-07
2025-Jul-27	2025-Aug-09	2025-Aug-21
2025-Aug-10	2025-Aug-23	2025-Sep-04
2025-Aug-24	2025-Sep-06	2025-Sep-18
2025-Sep-07	2025-Sep-20	2025-Oct-02
2025-Sep-21	2025-Oct-04	2025-Oct-16
2025-Oct-05	2025-Oct-18	2025-Oct-30
2025-Oct-19	2025-Nov-01	2025-Nov-13
2025-Nov-02	2025-Nov-15	2025-Nov-27
2025-Nov-16	2025-Nov-29	2025-Dec-11
2025-Nov-30	2025-Dec-09	2025-Dec-24
2025-Dec-10	2025-Dec-27	2026-Jan-08
2025-Dec-28	2026-Jan-10	2026-Jan-22
2026-Jan-11	2026-Jan-24	2026-Feb-05
2026-Jan-25	2026-Feb-07	2026-Feb-19
2026-Feb-08	2026-Feb-21	2026-Mar-05
2026-Feb-22	2026-Mar-07	2026-Mar-19
2026-Mar-08	2026-Mar-21	2026-Apr-02
2026-Mar-22	2026-Apr-04	2026-Apr-16
2026-Apr-05	2026-Apr-18	2026-Apr-30
2026-Apr-19	2026-May-02	2026-May-14
2026-May-03	2026-May-16	2026-May-28
2026-May-17	2026-May-30	2026-Jun-11
2026-May-31	2026-Jun-13	2026-Jun-25
2026-Jun-14	2026-Jun-27	2026-Jul-09
2026-Jun-28	2026-Jul-11	2026-Jul-23

Number of Instructional Days: 187

Number of PA Days: 7

Thursday, August 28, 2025

Monday, October 20, 2025

Friday, November 14, 2025

Friday, January 24, 2026

Friday, April 17, 2026

Friday, June 5, 2026

Friday, June 26, 2026

Statutory Holidays and Breaks:

Board Holiday – August 29, 2025

Labour Day – September 1, 2025

Thanksgiving – October 13, 2025

Winter Break – Dec. 22, 2025 – Jan. 2, 2026

Family Day – February 16, 2026

March Break – March 13 – 20, 2026

Good Friday – April 3, 2026

Easter Monday – April 6, 2026

Victoria Day – May 18, 2026

Members in an LTO assignment shall participate at their grid pay rate in all PA Days that occur within their assignments, including the final PA Day in June. If the assignment is less than full days, 5 days per week, then PA days are pro-rated.

WAGES: (Article L10)

Our daily rate for short term assignments is “tied to the grid” and expressed as a percentage of the A1-0 Grid category.

Daily Occasional Teacher Rate (inclusive of 4% vacation pay)
For the 2025-2026 school year: \$289.52 (2.5% increase)

Long Term Occasional Teachers: Wages are as per your qualifications and experience on the Durham Teachers’ Pay Grid. It is your responsibility to maintain a current Qualifications Evaluation Council of Ontario (QECO) rating on file with the DDSB to be appropriately paid for LTO assignments. You may also qualify for Experience Credit if you have worked as a certified teacher in other jurisdictions within Canada or around the world. To do so, you must have proper forms completed by your previous employer. Contact hr.services@ddsb.ca to find out if you qualify for downward movement on the Grid based on your teaching experience. Although members in an LTO are paid the same annual salary as a permanent teacher based on the Grid below, the salary is divided by 194 (days in a school year) and paid out as a daily rate, for every day worked in the LTO. To see what your LTO daily rate is, go to the employee self serve and click on personal and then salary.

September 1, 2025 (2.50%)

DDSB

Years	A1	A2	A3	A4
0	57986	60010	64633	67801
1.0	61433	63791	68951	72550
2.0	64855	67584	73292	77287
3.0	68300	71372	77628	82033
4.0	71721	75170	81959	86767
5.0	75170	78941	86280	91484
6.0	78591	82748	90612	96228
7.0	82033	86522	94952	100974
8.0	85451	90307	99294	105702
9.0	88890	94098	103602	110422
10.0	92308	97876	107945	115167
11.0	96111	102019	112163	119967

APPLY TO EDUCATION (ATE)

DDSB currently uses ApplyToEducation online software to manage the board's postings for all positions. Applicants/employees can access their ATE account through <https://ddsb.simplication.com> (Your username and password will remain the same. The system is still managed through ApplyToEducation.) Through this account:

- Candidates can directly update their information and there are no duplications of applications since there is only one mode to apply.
- An online system increases accessibility to updating profile information by employee information automatically pulled from our HR system (K212) nightly.
- Better communication of available opportunities in the board by all employees having a profile to access/view postings.

If you are interested in applying to positions within the DDSB, you must have an ATE account. **(Note that there is no cost to employees of the DDSB.)**

If you have an account that is not attached to a current DDSB employee group: You will receive an email to link your account from the system and it will update to the correct employee group access.

Employees without an ApplyToEducation account: You will receive an email from the system that a basic account (includes your DDSB email) has been created for you. Follow the directions at any time to complete your profile.

The system will be updated nightly, and access will be granted/updated in a 24-hour period.

If you require assistance, please contact ApplyToEducation Customer Care Department at info@simplication.com or call **1-877-900-5627, M-F 7:30 AM – 7:00 PM**. You can also contact recruitment@ddsb.ca if you have questions regarding your account.

Once you have an account tied to the DDSB, you will see a tab in your account called "Occasional Employees". To view/apply To DDSB Job Postings and Sign up for Job Alerts complete the following steps:

- Click **View Openings**
- Select **YES** to receive Job Alerts
- Click on the **Position Name** to view/apply to the job
- Scroll to the bottom and **Answer any Questions and Upload your Resume and Cover Letter**
- Click the **Apply** button

View all postings you have applied to by clicking "**Jobs Applied To**" under **Job Postings**.

The Local has been given access to the Apply-to-Education programme which allows us to monitor all job postings, both permanent and LTO, for our members. If you believe that any hiring procedure has not followed proper guidelines, please contact the Local by email at info@etfodotl.com with the details immediately.

SFE

SmartFindExpress (SFE) is the Durham District School Board's Automated Dispatch System. You can accept jobs through the SFE call-out system or online at ddsb.eschoolsolutions.com. Please ensure you have a valid telephone number listed in SFE in order to be able to accept assignments. You must also enter a valid email address in your SFE profile. When you receive a call, the number 1-844-251-6728 will display. To log in to the website, click Microsoft and enter your DDSB login information.

For any issues with SFE, please send an email to SFE.Support@ddsb.ca.

On weekdays, for the current day's assignments, jobs can be accepted online or through the call-out system. Call-outs begin at 5:30 AM and continue until approximately one hour into the assignment. For future jobs, call-outs begin at 4:00 PM and continue until 10:00 PM. Future jobs can also be viewed and accepted online beginning at 6:30 PM until 12:00 AM. During Sundays and holidays, call-outs occur as required and begin at 5:00 PM and continue until 10:00 PM. Should these times be too early or late to fit your family's schedule, please use the "Do Not Call" feature in SFE to set the time frame you can accept calls. If you know you are going to be late to an assignment, you are responsible for contacting the school to advise them of your expected arrival time. A complete list of DDSB elementary schools with telephone numbers can be found in this day-planner and on the DDSB website.

When the system calls, if someone else answers and needs to locate you or you have to locate your login information, the system can be paused for up to two minutes by pressing the star key *. If no Access ID is entered, the system will disconnect and record the call as no answer.

The following are the decline/cancel codes for SFE:

001	Illness
002	Working other Board
003	Refuse Assignment
004	Bereavement/Funeral
005	Pregnant 5ths Disease
007	Not Qualified
008	Insufficient Time

Calls continue until approximately one hour into the assignment in an attempt to fill the position, therefore, you will receive calls for assignments that have already started, or that will be starting within minutes. If you cannot get to the assignment within approximately 30 minutes of the call, if it is received close to or after the school's start time, please decline the assignment using code 008 – Insufficient Time.

Assignments can be cancelled via SFE up to 12 hours before the scheduled job. If you are cancelling yourself out of an assignment within 12 hours of the start of the assignment, you are required to contact Dispatch and leave a message, as well as the school administration, to advise them you are cancelling and provide a reason. The Board understands that emergencies happen. Once you cancel, you cannot accept any alternate assignments for the period of time that you were originally scheduled to work.

If you receive a same day cancellation for a half or full day assignment and have not been reassigned, call Dispatch at 905-666-6901 and ask for a replacement assignment. If you are not reassigned immediately, report to the school for which you were cancelled and be prepared to perform alternative duties as assigned.

If there is an error in your assignment when you arrive at the school, **DO NOT LEAVE** the school, contact Dispatch immediately so you can be reassigned.

Information on adding "Unavailable" dates, setting "Do Not Call" times, and how to review and cancel jobs can be found on the employee portal at spark.ddsb.ca > My Employment > SmartFind Express. You are encouraged to enter all unavailable dates to avoid unwanted calls and to maintain the efficiency of the call-out process.

If you are in an LTO (part-time or full-time), SFE Support will update your status so that the system does not call you. If you work part-time permanent as well as part-time daily supply, you need to set your unavailability in SFE so you do not receive calls when you are working your permanent position.

ETFO HUMAN RIGHTS STATEMENT

The Elementary Teachers' Federation of Ontario is committed to:

- providing an environment for members that is free from harassment and discrimination at all provincial and local Federation sponsored activities;
- fostering the goodwill and trust necessary to protect the rights of all individuals within the organization;
- neither tolerating nor condoning behaviour that undermines the dignity or self-esteem of individuals or the integrity of relationships;
- and promoting mutual respect, understanding, and co-operation as the basis of interaction among all members.
- Harassment and discrimination on the basis of a prohibited ground are violations of the Ontario Human Rights Code and are illegal. The Elementary Teachers' Federation of Ontario will not tolerate any form of harassment or discrimination, as defined by the Ontario Human Rights Code.

ETFO Land Acknowledgement

In the Spirit of Truth and Reconciliation, the Elementary Teachers' Federation of Ontario acknowledges that we are gathered today on the customary and traditional lands of the Indigenous Peoples of this territory.

DDSB Land Acknowledgement

We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SEPTEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3Day 2
	Labour Day	Classes Begin	
7	8Day 5	9Day 1	10Day 2
14	15Day 5	16Day 1	17Day 2
21	22Day 5	23Day 1	24Day 2
28	29Day 5	30Day 1	

Classroom Management Tip: Teachers often do not leave a copy of the assigned work that students are doing on their Chomebooks. Ask a student to show you the instructions so you know what they are supposed to be doing.

FYI: L3.04 (a), An OT who works for ten (10) consecutive instructional days in the same assignment is considered to be in an LTO on the 10th day and is paid at their grid rate, retroactive to the first day.

[illegible]

OCTOBER 2025

Islamic and Hispanic Heritage Month
Women's History Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	1Day 2
5	6Day 5	7Day 1	8Day 2
12	13	14Day 5	15Day 1
	Thanksgiving		
19	20	21Day 4	22Day 5
	PA DAY		
26	27Day 3	28Day 4	29Day 5

FYI: L16.01, The timetable of the Occasional Teacher shall be the same timetable of the teacher being replaced.

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NOVEMBER 2025

Albanian Heritage Month
Hindu Heritage Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3Day 3	4Day 4	5Day 5
9	10Day 3	11Day 4	12Day 5
16	17Day 2	18Day 3	19Day 4
23	24Day 2	25Day 3	26Day 4
30			

Classroom Management Tip: Proximity matters. Move around the room; take the opportunity to acknowledge good and on task behaviour.

FYI: L16.04 When an OT is assigned two (2) half day assignments at different schools, the OT is not required to perform lunch duties at either school.

THURSDAY	FRIDAY	SATURDAY	NOTES
		1	
6Day 1	7Day 2	8	
13Day 1	14	15	
\$ Pay Day	PA Day		
20Day 5	21Day 1	22	
27Day 5	28Day 1	29	
\$ Pay Day			

DECEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2Day 2	3Day 3	4Day 4
7	8Day 2	9Day 3	10Day 4
14	15Day 2	16Day 3	17Day 4
21	22	23	24
	Winter Break Begins		\$ Pay Day
28	29	30	31

FYI: L16.09 An OT who accepts and reports for an assignment shall be placed in that assignment unless otherwise mutually agreed. Note: If you turn down the alternate assignment, you will not be paid unless booked again by SFE.

21

JANUARY 2026

Tamil Heritage Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5Day 2	6Day 3	7Day 4
	Classes Resume		
11	12Day 2	13Day 3	14Day 4
18	19Day 2	20Day 3	21Day 4
25	26Day 1	27Day 2	28Day 3

Classroom Management Tip: Deal with behaviours as privately as you can. Pull up a chair or crouch down beside the student who is off task or disruptive.

FYI: L16.10 An OT who has been in an LTO for less than twenty (20) teaching days shall be provided with assistance to complete report cards or prepare formal reports.

THURSDAY	FRIDAY	SATURDAY	NOTES
1	2	3	
	Winter Break		
New Year's Day	Ends		
8Day 5	9Day 1	10	
\$ Pay Day			
15Day 5	16Day 1	17	
22Day 5	23	24	
\$ Pay Day	PA DAY		
29Day 4	30Day 5	31	

FEBRUARY 2026

Black History Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2Day 1	3Day 2	4Day 3
8	9Day 1	10Day 2	11Day 3
15	16	17Day 1	18Day 2
	Family Day		
22	23Day 5	24Day 1	25Day 2
29	30	31	

FYI: L16.08, If an LTO assignment is to be terminated early by either the Board or the OT, five (5) teaching days notice (or pay in lieu of notice) must be given, unless termination is for cause.

25

MARCH 2026

Bangladeshi Heritage Month
Greek Heritage Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2Day 5	3Day 1	4Day 2
8	9Day 5	10Day 1	11Day 2
15	16	17	18
22	23Day 4	24Day 5	25Day 1
	Classes Resume		
29	30Day 4	31Day 5	

Classroom Management Tip: Do not punish the whole class for the behaviours of a few. You will be perceived as being unfair and students may escalate behaviours to “punish” you

FYI: Daily OTs can book off up to twenty (20) consecutive instructional days via SFE without Board approval. If greater than four (4) weeks, an OT must request a formal Leave of Absence through the Forms Online system in the Employee Self Serve portal on the DDSB website.

[illegible]

APRIL 2026

Sikh Heritage Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		3	1Day 1
5	6	7Day 3	8Day 4
	Easter Monday		
12	13Day 2	14Day 3	15Day 4
19	20Day 2	21Day 3	22Day 4
26	27Day 2	28Day 3	29Day 4

Classroom Management Tip: Notify the office immediately if any students leave the room without permission.

FYI: L16.01, The timetable of the Occasional Teacher shall be the same timetable of the teacher being replaced.

THURSDAY		FRIDAY		SATURDAY	NOTES
2	Day 2	3		4	
\$ Pay Day		Good Friday			
9	Day 5	10	Day 1	11	
16	Day 5	17	Day 1	18	
\$ Pay Day					
23	Day 5	24	Day 1	25	
30	Day 5				
\$ Pay Day					

MAY 2026

Asian/South Asian, Dutch, and
Jewish Heritage Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4Day 1	5Day 2	6Day 3
10	11Day 1	12Day 2	13Day 3
17	18	19Day 1	20Day 2
	Victoria Day		
24	25Day 5	26Day 1	27Day 2
31			

Classroom Management Tip: Ensure your attendance sheet and class list are current as new students may have recently enrolled. Always have a second class list in addition to the attendance sheet.

FYI: L16.01 ii (a), An OT is not to be assigned any supervisory duty prior for the start of class on the first morning of an assignment, or the start of class on the first day if it is an afternoon assignment. A comparable duty may be assigned for later in the day.

THURSDAY	FRIDAY	SATURDAY	NOTES
	1 Day 5	2	
7 Day 4	8 Day 5	9	
14 Day 4	15 Day 5	16	
\$ Pay Day			
21 Day 3	22 Day 4	23	
28 Day 3	29 Day 4	30	
\$ Pay Day			

JUNE 2026

DeafBlind Awareness Month, Italian History Month
Indigenous and Portuguese Heritage Month
Jewish Heritage Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1Day 5	2Day 1	3Day 2
7	8Day 4	9Day 5	10Day 1
14	15Day 4	16Day 5	17Day 1
21	22Day 4	23Day 5	24Day 1
28	29	30	

Classroom Management Tip: Model courtesy. Thank students for their answers, for the jobs they do, for being on task, etc. Be genuine in your courtesy.

FYI: L11.03(b), If you are in an LTO, attend with pay on the last PA Day of the year.

THURSDAY		FRIDAY		SATURDAY		NOTES
4Day 3		5		6		
		PA Day				
11Day 2		12Day 3		13		
\$ Pay Day						
18Day 2		19Day 3		20		
25Day 2		26		27		
Last Day Of Classes						
\$ Pay Day		PA Day				

JULY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		3	1
			Canada Day
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

Classroom Management Tip: Before class begins, ask about the cell phone policy in the school or classroom.

FYI: L17.00 Evaluations: Any OT may request an appraisal as per Board procedure, to be conducted in a timely manner. The OT will receive a copy of any written documentation and have the opportunity to sign it and make comments if desired.

THURSDAY	FRIDAY	SATURDAY	NOTES
	3	4	
9	10	11	
\$ Pay Day			
16	17	18	
23	24	25	
\$ Pay Day			
30	31		

AUGUST 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3	4	5
		Modified School	
	Civic Holiday	Classes Begin	
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

Classroom Management Tip: When students do their work on Chromebooks, be sure to monitor tabs they have open and keep an eye on what sites they are visiting. In many classrooms, YouTube is not allowed.

FYI: L17:04(e), At an OT’s request to the Superintendent of Education - People and Culture, documents of a disciplinary nature (and all supporting documents) shall be removed from the OT s personnel file at the later of two (2) years or 250 days worked for the DDSB, unless further disciplinary action has occurred.

THURSDAY	FRIDAY	SATURDAY	NOTES
		1	
6	7	8	
13	14	15	
20	21	22	
27	28	29	

SEPTEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	1	2
6	7	8	9
		Classes Begin	
	Labour Day	Back to School BBQ	
13	14	15	16
20	21	22	23
27	28	29	30

Classroom Management Tip: Greeting students at the classroom door when they arrive lets you connect with them. It is also a time to observe their mood and demeanour.

FYI: L11.02 (e) i, An OT is paid when an assignment is cancelled on the same day as the assignment. Note: The OT must report to the school for alternative teaching duties if not reassigned by dispatch.

THURSDAY	FRIDAY	SATURDAY	NOTES
3	4	5	
	PA Day		
10	11	12	
17	18	19	
24	25	26	

Ajax Elementary School Locations (24)

Alexander Graham Bell P.S.
25 Harkins Dr
905-683-7368

Applecroft P.S.
55 Coles Ave
905-428-2775

Bolton C. Falby P.S.
80 Falby Court
905-683-6240

Cadarackque P.S.
15 Miles Dr
905-428-2347

Carruthers Creek P.S.
1 Greenhalf Dr
905-683-0921

da Vinci P.S.
61 Williamson Dr E
905-686-2772

Dr. Roberta Bondar P.S.
25 Sullivan Dr
905-686-1081

Duffin's Bay P.S.
66 Pittmann Cres
905-683-6023

Eagle Ridge P.S.
425 Delaney Dr
905-426-4463

Lakeside P.S.
4 Parkes Dr
905-686-3014

Lester B. Pearson P.S.
21 Coughlen St
905-427-4658

Lincoln Alexander P.S.
95 Church St N
905-619-0357

Lincoln Avenue P.S.
70 Lincoln St
905-683-4941

Ontario St. P.S.
24 Ontario St
905-683-3581

Michaëlle Jean P.S.
180 Williamson Dr E
905-686-4440

Nottingham P.S.
50 Seggar Ave
905-683-0536

Roland Michener P.S.
95 Ritchie Ave
905-686-5437

Romeo Dallaire P.S.
300 Williamson Dr E
905-428-6868

Rosemary Brown P.S.
270 Williamson Dr W
289-372-1009

Southwood Park P.S.
28 Lambard Cres
905-683-5230

Terry Fox P.S.
30 Kerrison Dr W
905-686-2135

Vimy Ridge P.S.
40 Telford St
905-686-4376

Viola Desmond P.S.
39 Formosa Ave
905-619-7400

Westney Heights P.S.
45 Brennan Rd
905-427-7819

Ajax Northern Durham Elementary School Locations (15)

(Hwy 7 and north, excluding Brooklin)

Brock

Beaver River P.S.
270 King St W
Beaverton, ON L0K 1A0
705-426-5858

McCaskill's Mills P.S.
85 Albert St
Cannington, ON L0E 1E0
705-432-2601

Sunderland P.S.
41 Albert St S
Sunderland, ON L0C 1H0
705-357-3975

Scugog

Cartwright Central P.S.
10 Alexander St
Blackstock, ON L0B 1B0
905-986-4227

Greenbank P.S.
1325 Cragg Rd
Greenbank, ON L0C 1B0
905-985-2567

Prince Albert P.S.
13700 Old Simcoe Rd
Prince Albert, L9L 1C3
905-985-2877

R.H. Cornish P.S.
494 Queen St
Port Perry, ON L9L 1K2
905-985-4468

S.A. Cawker P.S.
16200 Old Simcoe Rd
Port Perry, ON L9L 1P3
905-985-4491

Uxbridge

Claremont P.S.
(northern Pickering)
1675 Central St
Claremont, ON L1Y 1A8
905-649-2000

Goodwood P.S.
4340 Front St
Goodwood, ON L0C 1A0
905-640-3092

Joseph Gould P.S.
144 Planks Lane
Uxbridge, ON L9P 1M6
905-852-7631

Quaker Village P.S.
295 Brock St W
Uxbridge, ON L9P 1A1
905-852-7303

Scott Central P.S.
421 Regional Road 11
Sandford, ON L0C 1E0
905-852-9751

Uxbridge P.S.
64 Victoria Dr
905-852-9101

Valley View P.S.
(northern Pickering)
3530 Westney Rd N
Greenwood, ON L0H 1H0
905-683-6208

Oshawa Elementary School Locations (34)

Adelaide McLaughlin P.S. 630 Stevenson Rd N 905-728-0521	Elsie MacGill P.S. 800 Greenhill Ave 905-215-1048	Lakewoods P.S. 323 Chaleur Ave 905-576-8820
Beau Valley P.S. 230 Marigold Ave 905-576-1938	Forest View P.S. 285 Grandview St S 905-723-8233	Mary Street Community School 110 Mary St N 905-433-8910
Bobby Orr P.S. 7 Waterloo St 905-723-3621	Glen Street P.S. 929 Glen St 905-723-8821	Maamawi iyaawag P.S. (north Oshawa) 466 Windfields Farm Dr W 905- -
Clara Hughes P.S. 610 Taylor Ave 905-728-1212	Gordon B. Attersley P.S. 1110 Attersley Dr 905-576-8901	Norman G. Powers P.S. 1555 Coldstream Dr 905-728-5448
College Hill P.S. 530 Laval St 905-723-2876	Grove School P.S. 240 Simcoe St S 2nd floor 905-725-7042	Northern Dancer P.S. 2200 Bridle Rd 905-440-7350
Coronation P.S. 441 Adelaide Ave E 905-725-2032	Harmony Heights P.S. 590 Galahad Dr 905-433-8933	Pierre Elliott Trudeau P.S. 1111 Beatrice St E 905-725-7353
David Bouchard P.S. 460 Wilson Rd S 905-725-8271	Hillsdale P.S. 525 Oshawa Blvd N 905-723-1231	Queen Elizabeth P.S. 1205 Simcoe St N 905-723-7042
Dr. C.F. Cannon P.S. 1196 Cedar St 905-725-0344	Jeanne Sauvé P.S. 950 Coldstream Dr 905-728-7997	Seneca Trail P.S. 1915 Queensbury Dr 905-728-2210
Dr. S.J. Phillips P.S. 625 Simcoe St N 905-725-4232	Kedron P.S. 1935 Ritson Rd N 905-728-2851	

Oshawa Elementary School Locations (cont.)

Sherwood P.S. 633 Ormond Dr 905-728-9283	Village Union P.S. 155 Gibb St 905-725-1622	Waverly P.S. 100 Waverly St S 905-728-4461
Stephen G. Saywell P.S. 855 Roundelay Dr 905-579-5437	Vincent Massey P.S. 211 Harmony Rd N 905-728-0681	Woodcrest P.S. 506 Woodcrest Ave 905-725-1031
Sunset Heights P.S. 1130 Mohawk St 905-723-9223	Walter E. Harris P.S. 495 Central Park Blvd N 905-728-4532	

Pickering Elementary School Locations (15)

Altona Forest P.S. 405 Woodsmere Cres 905-839-9900	Frenchman’s Bay P.S. 920 Oklahoma Dr 905-839-1131	Rosebank Road P.S. 591 Rosebank Rd 905-509-2274
Bayview Heights P.S. 1400 Garvolin Ave 905-839-1146	Gandatsetiagon P.S. 1868 Parkside Dr 905-831-1868	Valley Farm P.S. 1615 Pepperwood Gate 905-428-6337
Biidaasige Mandamin P.S. 777 Balaton Ave 905-839-1159	Glengrove P.S. 1934 Glengrove Rd 905-839-1771	Vaughan Willard P.S. 1911 Dixie Rd 905-839-1931
Elizabeth B. Phin P.S. 1500 Rougemount Dr 905-509-2277	Highbush P.S. 605 Strouds Lane 905-839-5289	Westcreek P.S. 1779 Westcreek Dr 905-509-5437
Fairport Beach P.S. 754 Oklahoma Dr 905-839-1451	Josiah Henson P.S. 1100 Azalea Avenue ____-____-____ Maple Ridge P.S. 2010 Bushmill St 905-420-4103	William Dunbar P.S. 1030 Glenanna Rd 905-420-5745

Whitby/Brooklin Elementary School Locations (25)

Bellwood P.S. 30 Bellwood Dr 905-436-0098	Jack Miner P.S. 144 Whitburn St 905-668-3249	Whitby Shores P.S. 485 Whitby Shores Greenway 905-666-6667
C.E. Broughton P.S. 80 Cawforth St 905-665-8229	John Dryden P.S. 40 Rolling Acres Dr 905-434-7400	Williamsburg P.S. 20 Kirkland Place 905-668-6613
Captain Michael VandenBos P.S. 3121 Country Lane 905-665-2001	Julie Payette P.S. 300 Garden St 905-668-2225	Willows Walk P.S. 51 Lazio St 289-372-1010
Colonel J.E. Farewell P.S. 810 McQuay Blvd 905-666-3901	Ormiston P.S. 20 Forest Heights St 905-430-8755	<u>Brooklin (north of Hwy 7 but considered Whitby)</u>
Dr. Robert Thornton P.S. 101 Hazelwood Dr 905-723-9912	Pringle Creek P.S. 80 Ribblesdale Dr 905-430-2488	Blair Ridge P.S. 100 Blackfriar Ave 905-620-1221
E.A. Fairman P.S. 620 Walnut St W 905-668-2251	Robert Munsch P.S. 20 Norista St 905-620-1255	Brooklin Village P.S. 25 Selkirk Dr 905-655-8959
Fallingbrook P.S. 155 Fallingbrook St 905-668-5211	Sir Samuel Steele P.S. 55 Bakerville St 905-723-2944	Chris Hadfield P.S. 160 Carnwith Dr W 905-620-1282
Glen Dhu P.S. 29 Fallingbrook St 905-668-8779	Sir William Stephenson P.S. 1125 Athol St 905-668-8601	Meadowcrest P.S. 20 Vipond Rd 905-655-3731
	West Lynde P.S. 270 Michael Blvd 905-668-3354	Winchester P.S. 70 Watford Street 905-655-7328

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Durham District School Board	www.ddsb.ca	905-666-5500 or 1-800-265-3968
ETFO Durham Teachers' Local	www.durhametfo.ca	905-666-1122 or 1-800-220-6912
Elementary Teachers' Federation of Ontario (ETFO Provincial Office)	www.etfo.ca	416-962-3836 or 1-888-838-3836
ETFO Resources for Occasional Teachers	www.etfo-ots.ca	
Ministry of Education	www.edu.gov.on.ca	416-325-2929 or 1-800-387-5514
Ontario College of Teachers (OCT)	www.oct.ca	416-961-8800 or 1-888-534-2222
Ontario Secondary School Teachers' Federation (OSSTF) District 13 Durham	www.district13.on.ca	905 668-7100
Ontario Teachers' Federation (OTF)	www.otffeo.on.ca	416-966-3424 or 1-800-268-7061
Ontario Teachers' Insurance Plan (OTIP)	www.otip.com	1-800-267-6847
Ontario Teachers' Pension Plan (OTPP)	www.otpp.com	416-226-2700 or 1-800-668-0105
Qualifications Evaluation Council of Ontario (QECO)	www.qeco.on.ca	416-323-1969 or 1-800-385-1030
Smart Find Express (SFE) Support	Send an email to: SFE.Support@ddsb.ca	See SFE p.11