

Without restricting the foregoing, a transfer shall not be granted if it cause a teaching position to become vacant during the school year.

School Committee In any case, the concerned school committees shall be consulted.

Art. 8.21 / Consolidated By-Law #1

3) Transfer Procedure

- [Deadline](#) **3.1.** Subject to section 3.6, any request for transfer shall be made in writing to the Department of Human Resources as follows:
- a) before March 1 for transfers at the beginning of the following school year;
 - b) within 5 days of his selection to fill another position.
- [Information/request](#) **3.2.** The request shall contain the position contemplated as well as the date of reassignment and, where applicable, shall be accompanied by the resolution of the concerned school committees recommending the transfer.
- [Time line](#) **3.3.** Following the submission of a request for transfer, the administration shall act diligently, in order to avoid delays that may impact the service delivery.
- [Interviews](#) **3.4.** Interviews for teachers requesting a transfer for the following school year, shall be done before the end of March.
- [Decision](#) **3.5.** The Department of Human Resources shall forward the request and recommendation to the concerned hiring authority.
- [Effective date](#) **3.6.** When approved, the transfer shall be effective at the date indicated by the hiring authority, who may also decide to delay the coming into force of a transfer into another position or department if it appears detrimental to the students.

4) Application of this Policy

- [Previous provisions](#) **4.1.** The present Policy replaces any other Policies of the Board pertaining to this subject, while respecting the Council Policy Manual/Ends where applicable.
- [Official version](#) **4.2.** The official version of this Policy is kept by the Secretary-General of the Board.
- [Responsibility](#) **4.3.** Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Human Resources is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.