PD Days for Part-time Members 2024-2025

Please use the three-step process below to determine how many PD Days you need to work during 2024-2025.

You should have a conversation with your principal about the PD Days that you will work this school year. If you have questions about how to calculate the number of PD Days to be worked and/or which PD Days to be worked, please call the SCETF Office at 705-728-2888 or email at amys@scetf.org.

Part-Time Members and How Many PD Days That Need to be Worked in 2024-2025

** The following is applicable for those members who have not increased or decreased their FTE after September 3rd, 2024. If your FTE increased after turn-around day you will need to recalculate days worked starting Sept 24th.

1. STEP 1: Calculate the total number of days that need to be worked in 2024-2025.

   _____ FTE x 194 days = Number of Days to work.

   Ex. For a **0.7 FTE** teacher: 0.7 x 194 = **135.8 days**

2. STEP 2: Calculate the instructional days you will work in 2024-2025 using the chart.

   Ex. For a 0.7 FTE teacher who works ½ day on Day 1, full day on Day 2, 3 and 5.

Day 1:	19 days
Day 2:	38 days
Day 3:	37 days
Day 4:	0 days
Day 5:	37 days
Total:	**131 days**

Number of Cycle Days	Day 1	Day 2	Day 3	Day 4	Day 5	Total	PD Days
September	4	4	4	4	3	19	1
October	4	4	4	4	5	21	1
November	4	4	4	4	4	20	1
December	3	3	3	3	3	15	0
January	4	4	4	4	3	19	1
February	4	4	4	3	4	19	0
March	3	3	3	4	3	16	0
April	4	4	4	4	4	20	0
May	4	4	4	4	4	20	1
June	4	4	3	3	4	19	2
TOTAL	**38**	**38**	**37**	**37**	**37**	**187**	**7**

3. STEP 3: Calculate the number of PD Days that you need to work in 2024-2025

   Eg. 0.7 FTE teacher who works ½ day on Day 1, full day on Day 2, 3 and 5

   135.8 – 131 = **4.8 days**

Therefore, the teacher would work 4.8 or 4 full days and 4 hours (80% of the 300 minutes of the fifth day is 4 hours) PD Days in 2024-2025.

2024-2025 Professional Activity Days

September 27, October 25 & May 2 Board - centrally planned
November 15 Teacher/family conferences (Half-day Lieu Day if applicable)
January 24 & June 6 Assessment and Reporting
June 27 School based activities