

PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT

**Certificated Staffing Timeline
January – October, 2019**

January 11, 2019	Human Resources to send a reminder to part-time teachers. They must notify District of their intent to return part-time or full time in 2018-2019 by February 1, 2019.
February 1, 2019	Current part-time teachers must notify Human Resources of their intent to return either part-time or full time for 2019-2020.* New job share requests are due to Educational Services.
February 11 thru March 29, 2019	Principals meet with Human Resources to review enrollment projections and staffing allocations.
February 28, 2019	Human Resources notifies new part-time assignments or new job share assignments if their proposals have been approved or denied.
March 1, 2019	Human Resources to send reminder that Notice of Intent to Return from 2018-2019 leave of absence is due April 1 st .
April 1, 2019	Deadline for submitting a Notice of Intent to Return from a 2018-2019 Leave of Absence due to Human Resources. (Article 10) Voluntary transfer requests due to Human Resources. (Transfer requests submitted after April 1 are held and referred for interviews only if a position becomes available at later time.)*
April 5, 2019	Voluntary Transfer interviews scheduled with site teams. Principals to submit their recommendations to the Human Resources Office.
April 16, 2019	Human Resources to send a reminder to continuing job share teachers. They must notify District of their request to continue a job share assignment. This is due to Human Resources by close of business, Friday, April 29, 2019.
May 1, 2019	Requests for renewing a job share assignments due to Human Resources.*
May 17, 2019	Human Resources notifies employees of continuing job share assignments if their proposals have been approved or denied.
June 3, 2019	Teachers notified of preliminary site/teaching assignments for the 2019-2020 school year.*
June 14, 2019	Deadline for submitting a request for a leave of absence for 2019-2020 due to Human Resources. (Article 10)
June 30, 2019	Deadline for submitting a request for a new part-time teaching assignment for 2019-2020 due to Human Resources. *
July 1, 2019	Notification to teachers if a new Leave of Absence has been approved or denied.
Oct. 1, 2019	Voluntary transfers not acted on become inactive and are returned to unit members.*

*Per APLE contract (Articles XII and XVII).
1/16/19