

Teacher Name: _____ Employee Number: _____

**TEACHER NOTICE: LOU 16(c) - TTOC EXPERIENCE TRANSFER REQUEST-
FORM B**

**Re: December 31st transfers for TTOC experience accrued up to and including
November 15th**

This constitutes my written notice under LOU No. 16(c) of the collective agreement that I,
_____ wish to transfer my eligible TTOC experience credits earned under
Article C.4 (up to and including November 15, _____) to that of the applicable previous local
collective agreement increment language for continuing and/or temporary employees. Transfer
of these experience credits shall take place and be effective December 31, _____

I understand that once I submit this application to the employer, this decision to transfer is final
and cannot be reversed.

Teacher Signature

Date signed

District Receipt Confirmed

Date of Receipt

Please Note: This written notice must be provided by the teacher and received by the district
no later than November 15th of the school year for a transfer for TTOC
experience credits earned up to and including November 15th to take effect on
December 31st of the same school year.

Forward completed form to Teacher Payroll

**Form must be received by Payroll no later than November 15th for the December 31st
transfer**