

## Secondary Occasional Teacher Apply To Education Timesheet Submission Schedule

WORK PERIOD FOR 2025/2026 SCHOOL YEAR					TIMESHEETS ENTERED IN APPLY TO EDUCATION BY 4:00PM ON DATE BELOW		PAY DATE	
2025								
SEP	1	to	SEP	5	SEPTEMBER	8	SEPTEMBER	19
SEP	8	to	OCT	3	OCTOBER	6	OCTOBER	17
OCT	6	to	OCT	31	NOVEMBER	3	NOVEMBER	14
NOV	3	to	NOV	28	DECEMBER	1	DECEMBER	12
2026 (**Early Submissions Are Marked by an Asterisk**)								
**DEC	1	to	DEC	26	Early Submission Dec	18	JANUARY	9
DEC	29	to	JAN	23	JANUARY	26	FEBRUARY	6
JAN	26	to	FEB	20	FEBRUARY	23	MARCH	6
FEB	23	to	MAR	20	MARCH	23	APRIL	2
MAR	23	to	APR	17	APRIL	20	MAY	1
APR	20	to	MAY	15	MAY	18	MAY	29
MAY	18	to	JUN	12	JUNE	15	JUNE	26
JUN	15	to	JUN	26	JUNE	29	JULY	10

**Long Term Occasional (LTO) Teachers:** It is the LTO's responsibility to enter their timesheet in Apply to Education in order for the school Administrator to approve.

**Replacement Occasional Teachers:** All replacement timesheets are entered by the school which can be viewed by the occasional teacher on their calendar in Apply to Education.