THE MANITOBA TEACHERS' SOCIETY

191 Harcourt Street, Winnipeg, MB R3J 3H2
Phone: 204-888-7961 or 1-800-262-8803
Fax: 204-831-0877 or 1-800-665-0584
www.mbteach.org

EXCESS WORKLOAD LOG FORM	
Name:	SCHOOL DIVISION:

Date	EXCESS WORK THAT INCREASED WORKLOAD	TIME (minutes)
	TOTAL:	

Feel free to use these codes to make the process faster and clearer:

AM	-	Additional Meeting
BLP	-	Blended Learning Preparation
C	-	Cleaning
COM	-	Communication
CC	-	Cover Class
DP	-	Digital Preparation
LP	-	Lost Preparation Time
S	-	Supervision
T	-	Technology Training/Upgrade
O	-	Other