



Internal Teacher Substitute Pay Form

The purpose of this form is to inform payroll when a SDW Teacher loses their planning period because they subbed for another staff member during the day. This form must be completely and accurately filled out and submitted to the building's main office after the loss of planning occurred. As noted on page 2 of the SDW Teacher Handbook, Teachers are compensated for 7.5 hours of work/day. Due to the differences with instructional minutes and assignable time that exist between teacher responsibilities, Teachers will only be compensated up to \$65/day for subbing/loss of preparation time. If a non-classroom teacher (IMC, MLSS Coach, TIS, etc) subs for someone for a period or an entire day, they will be compensated for the loss of one prep period. To assist us in our accounting processes, this form must be turned into the appropriate person in the building in which the subbing occurred within 3 school days of the loss of prep.

Date of Substitution: _____	Time of Substitution: _____
-----------------------------	-----------------------------

Which building did the loss of a preparation period occur? (Please check)			
WLC _____	CEC _____	WMS _____	WHS _____

_____ Name of Substitute	_____ Name of Absent Teacher
-----------------------------	---------------------------------

Loss of preparation period compensation: (Please check one)
_____ I lost up to 50% of my planning period and will be compensated an additional \$12.50.
_____ I lost more than 50% of my planning period because I subbed for another staff member and will be compensated an additional \$25.00.
_____ I took 50% or more of another teacher's class because they were absent without a sub for an entire day and will be compensated an additional \$65.00.
_____ Other (requires building Principal prior approval) compensation _____

Signature of Substitute

Principal Approval Signature

THANK YOU for assisting us today with ensuring that our students have the BEST educators guiding them!