



*Respectful, Responsible, Safe & Prepared*

## Loss of Preparation Time - Substitute Claim 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 for subbing up to one (1) period/day.

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

_____ Name of Substitute	_____ Name of Absent Teacher
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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
_____ 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!**