

REQUEST FOR LONG TERM SUBSTITUTE

1. The School principal or head secretary should submit this completed form to the Human Resource Office before the start date of the assignment.
2. If applicable a letter requesting leave must be submitted to Human Resources by the current teacher.
3. According to USOE regulation R277-508-3, a substitute teacher may not serve in a teaching position for more than eight consecutive weeks in one academic year unless they hold an appropriate license. If a substitute is being requested that does not meet this criteria, an explanation must be provided by the principal.
4. To be eligible for long term sub pay, the assignment must be a minimum of 20 consecutive days.

EMPLOYEE INFORMATION:

Name: _____

Employee #: _____

School: _____

Grade/Subject: _____

Number of classroom days absent: _____

Date absence begins: _____

Date absence ends: _____

Reason for absence: _____

SUBSTITUTE INFORMATION:

Name: _____

Employee #: _____

Is the substitute in Aesop? _____

Check if substitute has a current UT license:

License Area(s): _____

Assignment start date: _____

Assignment end date: _____

If non-licensed, list degree information:

Check if this is a job share:

All forms MUST BE SIGNED by the principal.

Please contact the Call Center (2-5600) if you would like to authorize access to Encore and/or email for this substitute.

PRINCIPAL'S SIGNATURE: _____

For assignments longer than 8 weeks, please explain if a non-licensed substitute is being requested:

HUMAN RESOURCES

Leave request submitted: Yes: No: Leave days/date: _____ / _____

Job in Aesop: Yes: No: Conforming: Non-Conforming: Qualified rate: \$ _____

Notes: _____

Signature: _____ Date: _____

CABINET REVIEW

Approved: Denied: Signature: _____ Date: _____

Notes: _____

Notified school: _____ Notified payroll: _____