



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## SUBSTITUTE REIMBURSEMENT FOR "FAILED TO FILL" ABSENCES

Teacher Substitutes Emergency Conditions, whenever an emergency condition exists and the program manager must assign students on a temporary basis to another teacher, the teacher being assigned additional students will receive a prorated portion of the substitute pay.

The procedure for this process is as follows: the teacher absence report in the substitute reporting system must be completed and submitted to Human Resources for verification and approval. It will then be sent to the Business Office for processing. The \$140.00 substitute rate will be divided by the number of teachers that took the additional students.

Date of Absence	Teacher Absent	Teacher Assigned Students	H.R. Verification
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Approval

\_\_\_\_\_  
Date

Cc: Principal  
Teacher