



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

SUBSTITUTE REIMBURSEMENT FORM FOR "FAILED TO FILL" ABSENCES

Teacher Substitutes - Shortage/Emergency: whenever an emergency condition exists and substitute services cannot provide a substitute.

- For Elementary School: the teacher(s) taking on additional students will receive a prorated portion of the substitute daily rate.
- For Middle School: the teacher(s) taking on additional students will receive the extended duty hourly rate for up to three (3) periods. Four (4) periods or more will be at the substitute's daily rate.

The **school site Administrative Assistant** must complete and process this form as follows:

- Print and attach the Absence Report from the substitute reporting system
- Submit completed form and Absence Report directly to Human Resources
- Human Resources will forward approved form to the Payroll Department

Absent Teacher Name: _____ Employee ID: _____

School: _____ Elementary School Middle School

Date of Absence	Period (Middle School Only)	Teacher(s) Taking on Additional Students	Employee ID	HR Verification & Rate (HR use ONLY)
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

Principal's Signature Print Name Date

Human Resources Approval Signature Date

PROVIDE A COPY OF THIS FORM HR-543 TO EACH TEACHER TAKING ON ADDITIONAL STUDENTS