



REA Internal Class Coverage Pay Verification Form

Instructions: Teachers who absorb students from an absent teachers class because a sub was not available when a grade level teacher is absent will be paid \$90 per day. If applicable this amount will be split among all teacher(s) absorbing the absent teachers students.

Please complete all areas of the below form. Once complete with the appropriate signatures you may send to the Payroll Department for further processing.

Building / School Name: _____ **Date:** _____

Name of Teacher who was absent: _____

1 hour: \$13.33 _____

2 hours: \$26.66 _____

3 hours: \$39.99 _____

Half Day: \$45.00 _____

4 hours: \$53.32 _____

5 hours: \$66.65 _____

6 hours: \$79.98 _____

Entire Day: \$90.00 _____

Teacher's Signature: _____

Teacher's Printed Name: _____

District Employee Number: _____

Building Administrator / Principal Signature: _____