

REQUEST FOR LONG TERM SUBSTITUTE

1. The school principal or head secretary should submit this completed form to the SubSystems Office before the start date of the assignment.
2. If applicable, a letter requesting leave must be submitted to Human Resources by the teacher/employee.
3. To be eligible for long term sub pay, the assignment must be a minimum of 20 consecutive days.

EMPLOYEE INFORMATION:

Employee Name: _____
 Employee #: _____
 School: _____
 Grade/Subject: _____
 Number of classroom days absent: _____
 Date absence begins: _____
 Date absence ends: _____
 Reason for absence: _____

SUBSTITUTE INFORMATION:

Substitute 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) to authorize Encore and/or Email access for this substitute

PRINCIPAL'S SIGNATURE: _____ Additional notes if a non-licensed substitute is being requested:

HUMAN RESOURCES

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

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

Approved: Denied: Signature: _____ Date: _____

Notes: _____

Notified school: _____ Notified payroll: _____