

Piper USD 203 Loss of Plan Time Request Form

Payment for Loss of Plan Time shall be at the rate of \$27.00 per hour. Licensed regular classroom teachers who are required to accept responsibility for another teacher's class in addition to their own shall receive additional compensation at the rate of \$27.00 per hour (60 minutes), which would equate to a rate of \$.45 per minute. In instances where teachers split a class for coverage purposes they will receive the percentage of pay equal to that of the class they covered. This provision shall also apply to librarians when they have full supervisory responsibility for two full classes. Compensation for Loss of Plan Time will be paid on the next available payroll after the form is submitted. PLEASE DO NOT HOLD LOSS OF PLAN TIME SHEETS, turn them in on the appropriate due date. Clearly describe the Loss of Plan Time by listing the Teachers name in activity description and the specific beginning and ending times.

Employee Name:

Date Submitted:

Activity Date	Activity Description	Duty Performed	Begin Time	End Time	Total Time	Office Use

Employee Signature

Administrator Signature