

Earned Substitute Leave

The Earned Substitute Leave policy is designed to recognize and reward the contributions of teachers who step in to substitute teach for another classroom teacher. This policy provides a flexible approach, allowing teachers to choose between financial compensation and earning substitute leave in exchange for substitute teaching for another classroom teacher. The policy outlines specific guidelines for accruing and utilizing substitute leave, as well as the compensation structure for substituting during professional time. It aims to offer tangible benefits to teachers who go beyond their regular duties, fostering a supportive and collaborative work environment.

1. A teacher who substitute teaches for a classroom teacher during regularly scheduled professional time may:
 - a. receive compensation per the teacher substitute rate; or
 - b. earn substitute leave.
2. Non-classroom teachers (including, but not limited to, librarians, counselors, interventionists, gifted and talented or instructional coaches) must have a written, principal approved, schedule of their professional time shared with their building principal.
3. The teacher must inform the building principal whether they elect to receive compensation or earn substitute leave. If the teacher does not make a selection, the teacher will be compensated at the teacher substitute rate.
4. “Substitute leave days” will be accrued at the following rate:

	Number of Substitutions	Equals
Professional Times	7*	1 substitute leave day

* Each substitution must be for a minimum of forty minutes. If a teacher substitutes for less than forty minutes, the teacher will be paid per the teacher substitute rate.

5. A teacher may earn a maximum of two full days of substitute leave per school year. Substitute leave days must be taken in full-day increments and prior to May 15 of the current school year.
6. Substitute leave days not taken prior to May 15 of the current school year will be paid out at the teacher substitute rate. The teacher substitute daily rate is divided by 5 for at least 40 minutes of assignment.
7. Substitute leave days must be utilized according to the Negotiated Agreement and District policy.

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