IN HOUSE SUBSTITUTE

Monthly report of **teachers** serving as temporary substitutes for absent teachers (only)

SCHOOL: _____

MONTH: _____

In House Substitute's ID# must be filled in for payment. Thank you.

DATE	ABSENT TEACHER	CLASS	REASON	IN HOUSE SUBSTITUTE	Employee ID#	Time
					TOTAL	

Pay for a teacher who covers all or any part of a class for another **teacher** is paid at $ 27.03 for each hour or portion of as follows:

1 to 15 min. = 6.76
16 to 30 min. = 13.52
31 to 45 min. = 20.27
46 to 60 min. = 27.03

Send originals to payroll.

Fax a copy to Payroll by the second Friday of each month.

Absences must still be reported to the Sub System

_____ _____

Signature of Principal date

CMT 10.19