# Piper USD 203 Loss of Plan Request Form

Payment for Loss of Plan Time shall be at the rate of $27.00 per hour. Licensed 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. Loss of Plan request forms should be submitted to the principal or designee as soon as applicable. **Please do not hold these forms beyond the end of a pay period.** Compensation for Loss of Plan Time will be paid on the next available payroll after the form is submitted. Clearly describe the Loss of Plan Time by listing the Teacher's name in activity description and the specific beginning and ending times. **Please include the total hours for each day.**

| Activity Date | Activity Description | Duty Performed | Begin Time | End Time | Total Time | Office Use |
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*UPDATED: November 2024*

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| Employee Name | Employee Signature | Date Submitted |
| Approving Administrator Name | Approving Administrator Signature | Date Approved |
| Payroll Reviewer Name | Payroll Reviewer Signature | Date Reviewed |