

FACULTY SUBSTITUTING ON PLANNING TIME

When faculty members must leave work for short periods of time, other faculty members may be asked to substitute and give up their planning time. The administration will try to limit this practice, but when necessary the following guidelines will be used.

The faculty member giving up their planning time will be given credit toward sick/personal leave, hour for hour with six (6) hours being credited as a full day, for up to a maximum of four (4) days sick/personal leave per school year. Said leave will be added to the substituting faculty member's leave at the end of the school year and shall be posted to the nearest half (1/2) day. Said leave will be available for use in the school year after accumulation.

Example: A teacher substituting on their planning period for eight (8) hours in a year will receive 1 ½ of additional sick/personal leave. (6 hours = 1 full day, 2 hours rounds up to ½ day)