**SUBSTITUTE REIMBURSEMENT FORM**

**FOR “FAILED TO FILL” ABSENCES**

Teacher Substitutes - Shortage/Emergency: whenever an emergency condition exists and substitute services cannot provide a substitute.

* For Elementary School: the teacher(s) taking on additional students will receive a prorated portion of the substitute daily rate.
* For Middle School: the teacher(s) taking on additional students will receive the extended duty hourly rate for up to three (3) periods. Four (4)periods or more will be at the substitute’s daily rate.

The **school site Administrative Assistant** must complete and process this form as follows:

* Print and attach the Absence Report from the substitute reporting system
* Submit completed form and Absence Report directly to Human Resources
* Human Resources will forward approved form to the Payroll Department

Absent Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **** Elementary School ****  Middle School

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| **Date of Absence** |  | **Period**  (Middle School Only) |  | **Teacher(s) Taking on**  **Additional Students** |  | **Employee ID** |  | **HR Verification & Rate**  (HR use ONLY) |
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Principal’s Signature Print Name Date

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Human Resources Approval Signature Date