

Human Resources / Budget Guidelines & Procedures

Teacher Substitutes

The district covers the cost of a substitute classroom teacher when the classroom teacher is absent for the following:

Classroom teacher is absent due to illness or other earned short leave category such as bereavement leave, emergency/personal leave, family illness leave, jury duty, etc. Mark the sub as either GENED or SPED, depending on the type of teacher.

Classroom teacher is using their earned Professional Leave or attending a seminar or workshop using their Professional Improvement Funds (PIF) approved by the Travel Desk. Mark the sub as GENED or SPED, depending on the type of teacher.

Classroom teacher is on an approved long-term Leave of Absence, paid or unpaid. After the 5th consecutive day of an absence, the FTE account code for the absent