



## Requisition for Long Term Substitute Pay for Certified Staff

To: **Payroll Department**

Date: \_\_\_\_\_

Long term substitute pay is being requested for:

\_\_\_\_\_  
Substitute name (please print)

\_\_\_\_\_  
Anticipated start date

\_\_\_\_\_  
Anticipated end date

Pay level requested (check one) based on the criteria at the bottom of page:

☐ 15-44 days at the rate of \$185 per day

☐ 45+ days at the rate of \$245 per day

\_\_\_\_\_  
Employee needing the Substitute

Signature of Principal/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

A substitute is considered long term when they sub for the same job and same person without the teacher returning during the time period. The long term sub rate will be paid if the sub fits this criteria and works consecutively for 15 days. The rate for day 1 through 44 days is \$185 per day. After 15 days there may be discretionary leave taken if approved by administration. Missing too many days could negate the long term sub pay. Working 45+ days for the same person in the same position will change the rate to \$245 per day.