

Long-Term Substitute Verification

(Required for Affordable Care Act, Payroll & Highly Qualified)

- ✓ A substitute assignment of **10 or more consecutive school days** is considered **Long-Term**.
 - ✓ Long-Term substitute assignments for **certified professional positions** will be paid \$100/day.
 - ✓ Long-Term substitute assignments for **paraprofessional** positions **do not** receive differentiated pay. The pay will remain at \$60/day regardless the length of the assignment.
 - ✓ Long-Term Substitutes that are taking the place of a classroom teacher in a core academic subject (English, reading or language arts, math, science, history, civics and government, geography, economics, fine arts, and foreign language) for four or more consecutive school weeks/20 or more consecutive school days must be a certified teacher.
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Campus Assignment: _____

Job Assignment (Teacher/Grade or Subject): _____

Reason for Long-Term Absence: _____

Dates of Long-Term Absence: _____

Substitute Secured for this Assignment: _____

Checklist for Teacher/Principal/Campus Secretary

- Teacher has contacted **Theresa Burns** in the HR Services office regarding Employee Leave Benefits (Family Medical Leave, Catastrophic Leave Pool, etc.) & completed required forms
 - Teacher/Campus Secretary has secured a Long-Term sub for this absence
 - Principal/Campus Secretary/Teacher has completed a Long-Term Sub Verification Form and submitted to **Sarah de la Fuente** in the HR Services Office
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Principal Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

HR Services Signature: _____ Date: _____