

Long-Term Substitute Verification

(Required for Affordable Care Act & Payroll purposes)

- ✓ A substitute assignment for the same teacher of **10 or more consecutive school days** is considered **Long-Term**.
 - ✓ Long-Term substitute assignments for **certified professional positions** of 10 or more consecutive school days for the same teacher will pay \$110/day.
 - ✓ Long-Term substitute assignments for **paraprofessional** positions **do not** receive differentiated pay. Their pay will remain at \$60/day regardless the length of the assignment.
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Campus Assignment: _____

Job Assignment (Teacher/Grade or Subject): _____

Reason for Long-Term Absence: _____

Dates of Long-Term Absence: Start Date: _____ End Date: _____

Substitute Secured for this Assignment: _____

Checklist for Employee/Principal/Administrative Assistant to Principal

- Plainview ISD employee seeking long-term sub has contacted Theresa Burns in the HR Services office regarding their Employee Leave Benefits (Family Medical Leave Act, Catastrophic Event Bank, etc.) & completed required forms
- A long-term sub has been secured for this absence
- A Long-Term Sub Verification Form has been completed and submitted to **Sarah de la Fuente** in the HR Services Office

Principal's Checklist: Will need email access Will need Skyward access

Principal Signature: _____ Date: _____

Employee Signature: _____ Date: _____

HR Services Signature: _____ Date: _____