

**Compensation Request Form
for Substitute Teaching for HTA Bargaining Unit Members**

SECTION ONE: to be filled out by the unit member requesting compensation

1) Name of unit member who taught in the absence of the regular teacher:

2) Site: C N W S

3) Date of absence: _____

4) Please check the type of work that was performed:

I taught the entire class.

OR

I taught a fraction of the class. No. of students served: _____

5) I worked for my colleague from _____ to _____ for a total of _____ minutes.

SECTION TWO: to be filled out by the Administrative Assistant

1) Name of absent employee: _____

2) Date and time the absence was entered into Absence Management:

3) Was the absence entered into Absence Management 24 hours in advance of the start of the absence:

YES

NO

4) Please check the reason the absence was unfilled:

no substitute accepted the job and the absence was entered into Absence Management 24 hours in advance of the start of the absence

sudden illness of absent employee

accident involving absent employee

emergency involving of absent employee

5) The principal is aware of the reason: YES NO

SECTION THREE: to be filled out by the Superintendent

a) I have verified that the circumstances regarding the unfilled absence and I authorize this compensation request for the unit member listed above who acted as a substitute teacher for his/her colleague in accordance with the provisions in Article 11.10 in the HTA collective bargaining agreement.

Superintendent's signature

Date

b) I have learned more about the circumstances regarding the unfilled absence and regretfully, I am unable to authorize this compensation request for the unit member listed due to the provisions in Article 11.10 in the HTA collective bargaining agreement.

Superintendent's signature

Date