

USD 417 Morris County

LEAVE LESS THAN 2 HOURS REQUIRING SUB OR COVERAGE

EMPLOYEE NAME:

DATE COVERAGE IS NEEDED:

START TIME:

REASON FOR NEEDING COVERAGE:

TEACHER SIGNATURE:

DATE:

FOR OFFICE USE (PLEASE SUBMIT ON THE 10TH OF EACH MONTH FOR PAYROLL PURPOSES):

COVERAGE WAS PROVIDED BY: _____

LENGTH OF COVERAGE: _____

AMOUNT DUE:

FROM NEGOTIATED AGREEMENT – WHEN A TEACHER IS REQUESTED BY THE BUILDING PRINCIPAL OR PRINCIPAL’S DESIGNEE TO SUBSTITUTE FOR A SCHEDULED CLASS, THE TEACHER WILL BE PAID \$18.00 PER CLASS.