

MORRISONVILLE COMMUNITY UNIT DIST. #1
Teacher Substitution During Prep Pay Request

The Board Agrees to make every effort to hire a substitute teacher for each teacher who is absent. On those occasions when efforts to find a substitute prove unsuccessful, regular teaching staff may be asked to substitute during their preparation period.

When a teacher uses preparation time to substitute, that teacher shall be paid at the rate of \$20.00 per class period. Teachers who substitute shall be paid no later than the next pay period following any substitute work.

Return this report to the Principal's office by the 15th and 30th of each month if you wish to be reimbursed.

<u>Date</u>	<u>Substitute Teacher For:</u>	<u>Number of Periods</u>	<u>Amount Due</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Amount Due: _____

Signature of Teacher