

SUB HOURS/PERSONAL DAY FORM

Teachers may earn additional personal leave days by substituting in another teacher's classroom. For each six (6) hours of substituting, the teacher will be granted one (1) personal leave day. Please use this form to keep track of your subbing hours. Completed forms should be turned into the office for verification and Principal approval/signature. The office will then forward to payroll.

Date	Hour	Subbed for	Time subbed	Comments

To be paid
(\$25/hr paid quarterly)

To Accumulate

Teacher's Name _____

Teacher's Signature

Date

Principal Signature

Date