

Employee Compensation Day Request Form
(Professional)

J. Absorbing Other Employee Assignments

Any teacher, who in addition to performing their own duties/class assignments, is required to cover or teach a class or assume duties for a teacher who is absent and when it is not possible, practical or feasible to provide a substitute teachers shall receive compensation time, which when accumulated, will be taken in one-half (1/2) day or one (1) day(s) block(s) of time. The administration staff shall secure and maintain a list of volunteers who desire to assume this responsibility. However, in the event there are no volunteers available for covering the aforementioned assignments, the administrative staff shall then assign personnel to this responsibility. Every effort shall be made to rotate assigned personnel to this responsibility.

1. Are you a volunteer in assuming the responsibility of cover duties/class assignments as per the Luzerne Intermediate Unit 18/Luzerne Intermediate 18/Education Association 2005-2010 Agreement? Yes No
2. As per contract, if you are not a volunteer, and no volunteers are available who desire to assume responsibility, the administration has assigned you to assume duties/class assignments. Teacher Signature: _____.
3. Did you perform your normal duties (as scheduled for the day)?
 Yes No

If yes, explain

Date of assuming duties _____ hours _____.

Date of compensation time requested _____

_____ 1/2 Day _____ Full Day

Signature and Date: _____.

Supervisor _____ Approved Not Approved

Director _____ Approved Not Approved