

**Belgrade Public School District #44**

**Fill-In Substitution and Personal Leave Record**

The Master Agreement with the Belgrade Education Association states that a teacher may earn additional personal leave based on the following rules: **Section 13.9**. As such, the following rules shall apply to teachers who “fill-in” or substitute for an absent teacher during their preparation time:

**Subd. 1** The building principal must request and approve the fill-in or substitution work. However, the assignment is voluntary.

**Subd. 2** The fill –in or substitution work must be during a time block that the absent teacher is scheduled to instruct students.

**Subd. 3** Except as noted in other parts of this Section, all teachers performing fill=in or substitution work shall be paid at an hourly rate equal to that of a substitute teacher. The hourly rate shall be equal to 1/6 times the current daily rate of pay of a teacher substitute.

**Subd. 4** With the Supervisor’s approval, any teacher may elect to be compensated on an “in-lieu-of” basis. For each six (6) classroom hours of part-time substituting, a teacher may elect to take one day of additional personal leave up to a maximum three (3) additional personal leave days per contract year at no cost to the teacher. This leave may be added to the then individual’s personal leave pools (as defined in **9.2.2**.)

**Instructions:**

1. *To facilitate the above, please use this form to document a teacher’s fill-in work for a school year that is applied to additional personal leave. If a teacher elects to be paid pursuant to **13.9.3** he/she must use a voucher to receive pay.*
2. *This form is only to be used to record substitute hours that are used to earn additional personal leave pursuant to **13.9.4**.*
3. *Keep this log separate from that used to record the use of regular Personal Leave earned as part of the Master Agreement.*
4. *Note: Section **13.9** only applies when a teacher gives up their preparation period to do substitute work.*
5. *Additional Personal Leave earned under Section **13.9** is recorded as Administrative Leave – not personal leave by the District Office.*
6. *This form must be submitted to the District Office on or before the end of each school year.*

**Name of Teacher “Filling-In”/Substituting:** \_\_\_\_\_

	<b>Name of Absent Teacher</b>	<b>Period of Substitute Work</b>	<b>Date of Fill-In Work</b>	<b>Administrative Approval Signature</b>	<b>Accumulated Personal Leave Hours</b>
1					
2					
3					
4					
5					
6					