

**COMPENSATION FOR TEACHERS WHO HAVE
HAD TO COVER DURING NON-INSTRUCTIONAL TIME**

Please note that compensation is only provided when the Board has failed to provide an EOC.

In the following circumstances, compensation is NOT provided:

1. Late arrival of a teacher or an EOC.
2. Any emergencies or sudden illness necessitating the absence of a teacher from a classroom.
3. Large workshops or activities which deplete the EOC list.
4. Epidemics that deplete the EOC list.

In all other scenarios, please complete the following form to receive compensation for teachers.

For each lost preparation period, one compensatory period will be provided.

As EOC's must be called out for half day minimum, schools are encouraged to organize compensation in ½ day increments.

School:				
Absent Teacher	Covering Teacher	Reason for Coverage	Date Covered	Block Covered
Total number of Blocks Covered:				

EOC REQUESTED FOR				
Date	AM	PM	Subject Area	Teacher to be Covered

Principal/Vice Principal Signature:		Date:	
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