

SECONDARY SUBSTITUTES AND TEACHERS

Three hours or less of seven periods is one half of a day.
Over three hours is a full day.

If a substitute teacher works one to three class periods, they are paid for one half of a day. If a substitute works four or more class periods, they are paid for a full day.

If a teacher is absent one to three class periods, they are charged for one half of a day. If a teacher is absent four or more class periods, they are charged for a full day.

ELEMENTARY SUBSTITUTES AND TEACHERS

Three hours and forty-five minutes or less is one half of a day.
Over three hours and forty-five minutes is a full day.

If a substitute works three hours and forty-five minutes or less, they are paid for one half of a day. If a substitute works for more than three hours and forty-five minutes they are paid for a full day.

If a teacher is absent for three hours and forty-five minutes or less, they are charged for one half of a day. If a teacher is absent for more than three hours and forty-five minutes, they are charged for a full day.