



LONG TERM CERTIFIED SUBSTITUTE FORM

Human Resources
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
Ph: 907- 746-9245 | Fax: 907-761-4088

This form **must** be completed when a permanent teacher will be out for more than 19 consecutive days. State law requires the district to use a **Certified Substitute Teacher** any time a teacher's absence exceeds 19 consecutive days. **A non-certified substitute cannot work in a long-term teaching position.**

A long-term substitute is paid at the current certified sub pay rate for the first 19 consecutive days. On day 20, the pay increases to the current long-term substitute pay rate retroactively to the first day of the absence. If the long-term substitute is absent for any reason, the long-term substitute will start again at the current sub pay rate for 19 consecutive days then retroactively to long-term sub pay rate again on day 20. In-service days, teacher work days, and non-contract days do not count as an absence. Substitutes cannot work past the last day students are in school.

This form must be received in the Human Resources Department before the long-term position is to begin for the substitute to receive the long-term rate of pay.

SCHOOL LOCATION:

TEACHER ABSENT:

1st DAY
SUBBING:

20th DAY
SUBBING:

LAST DATE
SUBBING:

CERTIFIED SUBSTITUTE NAME:

SUBSTITUTE EMPLOYEE ID#:

SUBSTITUTE ENDORSEMENT:

SUBSTITUTE
SIGNATURE:

DATE:

PRINCIPAL
SIGNATURE:

DATE:

NOTE:

Please contact the Human Resources Department at (907) 746-9245 if there are any amendments to the above information.