Missed Planning and Preparation Time
Elementary Schools
(Grades 1-5)

Employee Name:_____

Instructions: Please print and fill each section completely. Due June 15.

DATE OF PREP TIME LOST	AMOUNT OF PREP TIME LOST	REASON FOR PREP TIME LOST (e.g. No Sub Assigned, Etc.)	NAME OF ABSENT TEACHER

10.4 Planning And Preparation Periods

10.4.1 Planning and preparation time is part of the contracted work day and will occur on campus. It will be used for planning, preparation and conferences with students, parents, other unit members, or administrators.

10.4.1.1 First through fifth grade teachers shall receive at least two and one-half hours per week during instructional time for preparation and planning.

10.4.1.2 If scheduled preparation time is canceled because a substitute is unavailable, the teacher will be compensated if the time lost exceeds 3.0 hours annually. This payment will be based on the teacher's per diem, and will be paid at the end of the fiscal year, provided the teacher timely submits the loss of the preparation period to the site administrator on the appropriate District form as verification.

_____

EMPLOYEE SIGNATURE DATE

_____

PRINCIPAL SIGNATURE DATE