

Community Consolidated School District 54
INTERNAL SUB TIME SHEET
(For use when your planning time is lost)

This form is for use by certified, SEA-covered

employees only. It is to be used only when you lose your planning time when there is no substitute. We will not reimburse for emergency class-covering when a teacher is late due to weather, traffic, or family emergency, etc.

Name:	Employee ID#:
Base School:	Hourly Rate: \$48, 22-23; \$49, 23-24; \$50, 24-25; \$51, 25-26

Total Minutes

EMPLOYEE SIGNATURE EMPLOYEE SIGNATURE

For more information, contact the Office of the Vice President for Research and Economic Development at 319-273-2500 or research@uiowa.edu.

DATE

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PRINCIPAL APPROVAL

For more information, contact the Office of the Vice President for Research and Economic Development at 319-273-2500 or research@uiowa.edu.

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