

SERVICE:	Certificated	SUBSTITUTE LEAVE
ISSUED BY:	Pers. Research (7-07-08)	
REPLACES:	PG: L 16 (6-8-81)	
REFERENCE:	UTLA Agreement Article XII, Section 7.0, 8.0, and 20.0, Article XIX, Section 5.0, and Article XI, Section 7.0, and Appendix E.	
CHANGES:	Changes reflect current bargaining agreement terms and current office names.	

1. Definition. A Substitute Leave may, at the discretion of the District, be granted to a permanent employee to allow service as a day-to-day substitute.
2. Requirements.
 - a. Status. Employee must hold permanent status on the effective date of the leave.
 - b. Availability.
 - (1) An employee must be available for substitute service at all locations within a calling area for at least two consecutive days each week during the period of leave. (Friday and Monday are considered consecutive).
 - (2) Substitute service while on Substitute Leave must be performed in a calling area from which the employee took leave. Exceptions to this requirement may be granted by the Director of Certificated Placement and Assignments.
 - (3) If an employee is unavailable for service for more than twenty working days (not necessarily consecutive), the employee will be placed on a Personal Leave.
3. Length of Leave.

A Substitute Leave may be granted for a period not to exceed one year.
4. Compensation.
 - a. Salary will be paid for the number of days in which service is rendered as a day-to-day substitute. The employee shall receive the flat rate of the appropriate day-to-day substitute class (see Appendix E, of the UTLA Agreement).
 - b. An employee on Substitute Leave may also work as an hourly rate employee up to 40 hours per payroll period.
5. Effect on Benefits.

Credit for benefits is allowed to the extent that salary is received. Salary points may be earned while on leave.
6. Request Procedure. Employee must:
 - a. Complete Certificated Request for Leave of Absence (Form 1065). Form can be downloaded online at: http://www.teachinla.com/hr_forms.html.
 - b. Obtain signature of the immediate administrator and forward Form 1065 to the Certificated Placement and Assignments Unit.
 - c. Request for Leave (Form 1065) must be filed with the Certificated Placement and Assignment Unit on or before April 15 for fall semester or November 15 for spring semester.

6. Request Procedure. (Cont'd.)

- d. Employee will be notified by the Certificated Placement and Assignment Unit regarding the official approval of the leave.
- e. A request for cancellation of a Substitute Leave shall be granted unless an employee other than a day-to-day substitute has been assigned to the employee's position at the site. Exceptions may be made at the sole discretion of the District.

7. Return Procedure.

- a. Two calendar months prior to the expiration of the leave, the employee shall file with the Certificated Placement and Assignments Unit a Request to Return from Leave (Form 1038), request for extension of leave if eligible, (use Form 1065) or a Resignation (Form 8152). Forms can be downloaded online at: http://www.teachinla.com/hr_forms.html.
- b. The name of an employee returning from a Substitute Leave equivalent to five consecutive school months or more shall be placed on the District-wide Transfer List.

8. Additional Information

The Substitute Unit webpage should be referred to regularly for pertinent information at <http://www.teachinla.com/substitute>.

Teachers on Substitute Leave must be called by the Subfinder Calling System to work any substitute assignment. Failure to do so may adversely affect the leave.