

LOCATION:  
\_\_\_\_\_

NASSAU COUNTY SCHOOLS PAYROLL

**APPLICATION FOR COMPENSATION OF LOST PLANNING TIME**

An employee claiming Lost Planning Time must complete this application and submit the original signed form to their principal for approval.

In accordance with the 2022-2023 Nassau Teachers Association (NTA) Contract Board approved January 26, 2023:

**Article V:** If it is necessary to move students into another teacher's class for supervision due to a lack of a substitute, the teacher(s) receiving extra students shall be compensated at a rate of \$25.00 per day/occurrence. This will be effective on the date of ratification of the 2022-2023 contract.

**Article VI 2:** When there is no coverage, and any teacher loses an individual planning period/resource time during the student contact day the teacher will be paid at an additional rate of \$25.00 per planning period/resource time for the lost planning time to be paid by district funds effective on the date of ratification of the 2022-2023 contract.

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**EMPLOYEE**

This original report is to be submitted to administration daily, as applicable. Applications received outside the payroll reporting period for which the event occurred, will **not** be approved. Retain a copy for your records.

Reason for Coverage: \_\_\_\_\_ Supervision of Extra Students due to lack of Substitute (Pay Code 25PP1)  
\_\_\_\_\_ No Sub for Resource Teacher (Elementary) (Pay Code 25PP2)  
\_\_\_\_\_ Covered a Class due to lack of Substitute (Pay Code 25PP3)  
\_\_\_\_\_ Covered a Class due to Athletic Event (Pay Code 25PP4)

\_\_\_\_\_  
Date of Coverage

\_\_\_\_\_  
Period

I certify that this time is true and correct.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**ADMINISTRATION APPROVAL**

Approved \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Administrator's Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**SECRETARY/BOOKKEEPER**

- Retain this original with school payroll records; do not send this time report to payroll.
- The Pay Codes specified above have been loaded into Skyward with the pay rate of \$25.00.
- The funding strip has been loaded as 1100E5100 1200 XXXX 90090 00500.
- Update the funding strip to be specific to your center (XXXX).
- Please pull the applicable code in with your worksheet and load the factor hours.