

2023-2024

SECTION 1: REQUEST TO SUBSTITUTE TEACHER WORKDAY

Teacher: _____ School: _____

Will be working: _____ In lieu of: _____
(cannot be a student day)

Reason/Description for requesting substitution: _____

I hereby certify that if I receive approval for this meeting/project/activity:

- I will immediately let my principal know, if for any reason, I am unable to proceed as planned. I realize that all 12 workdays for the 2023-2024 school year must be worked by June 30, 2024, or I must repay part of my salary.
- I know that I am not eligible to receive a stipend or any other additional compensation for any meeting/project/activity that I claim as a teacher workday. I know that my regular salary pays for all 215 days in my school's calendar, including 12 workdays.
- I recognize that it is my responsibility to immediately return any duplicate payment for this day to the Buncombe County Board of Education.
- I understand that Buncombe County Schools procedures limit the number of trade days earned and taken to five (5) days.
- Absence must be logged in Absence Management (formerly Aesop) using the "Trade Day" absence reason.

Signed: _____ Date: _____
(Teacher)

Approved: _____ Date: _____
(Principal)

SECTION 2: VERIFICATION OF ACTIVITY ON SUBSTITUTE DAY

I hereby certify that _____ was present at the meeting/project/activity described in the top section of this form. I further certify that I have not and will not process a payment of a stipend or other compensation for this individual for this meeting/project/activity.

Signed: Brian Popst Date: 8/18/2023