



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHIEF FINANCIAL OFFICER
52 Chambers Street, New York, NY 10007

BRUCE E FEIG
Chief Financial Officer

SCHOOL ALLOCATION MEMORANDUM NO. 4, FY05

DATE: July 20, 2005

TO: **SCHOOL PRINCIPALS and
REGIONAL OPERATION CENTER (ROC) DIRECTORS**

FROM: Bruce E. Feig

SUBJECT: **LONG TERM ABSENCE ALLOCATION**

This memorandum provides resources to defray costs associated with teacher long term absences. Long-term teacher absence, for the purpose of a supplemental budget allocation, is defined as the continuous absence of a teacher with pay for more than thirty (30) consecutive school days for authorized reasons. Funds have been made available in the ["TL Long Term Absence Coverage"](#) allocation categories designated for each Regional Operating Centers (ROC) to be allocated where appropriate.

Requesting a Supplemental Allocation for Long-Term Teacher Absence

The principal may request reimbursement of the associated costs for either the person on leave, or the per diem replacement, (but not for both) as follows:

To request reimbursement for associated per diem costs:

The principal may submit to the school's Budget Team Leader a request, via e-mail, for reimbursement of the associated per diem cost for the days absent to date (31 or more).

- If the teacher has not yet returned to service, subsequent requests may be submitted at 30-day intervals.
- The following information should be included: name of the teacher, EIS identification number, reason for absence, and dates of continuous absence. The request is subject to verification and approval by the ROC Director.
- If approved, the ROC will allocate to the school an amount equal to:
(number of days absent - 8 days) x "Z" status per diem rate
Eight (8) days will be deducted once to account for the average annual absence of teachers to be absorbed by the school's budget. This policy will remain in effect provided there are sufficient resources to support these allocations.
- **Funds to support per diem costs are to be allocated to schools via the Transfer Utility in Galaxy.**

To request ROC funding for the person on leave via hold harmless:

- For staff on an authorized leave through the end of the school year, the school can request funding from the ROC by placing the person on removals *after* the 30th consecutive school day of the leave.
- The only Hold Harmless reasons that are eligible for funding from this allocation are: Reassigned Pending Investigation, Leave with Pay, or Pending Line of Duty Injury.
- Caution: If the person on leave on hold harmless returns to active status in the school before the end of the year, the school will have to pay for the person from its own funds starting on the day the person returns from leave.
- The effective date of the leave in Galaxy should not cover the days in September before the students begin school.
- **Funds to support a person on Hold Harmless are to be allocated to the ROC locations via the Transfer Utility in Galaxy.**

The table below displays each Regional Operation Center allotment.

LONG TERM ABSENCE COVERAGE ALLOCATION				
Galaxy Transfer Utility				
Regional Operation Centers	Location	Absence Coverage	Allocation Category:	Fund Source:
A: Man, 333 7th Ave	96M699	\$2,635,000	TL Long Term Absence ROC A	TAX LEVY (ALL OTHER)
B: Bronx, 1 Fordham Plaza	96X699	2,990,000	TL Long Term Absence ROC B	TAX LEVY (ALL OTHER)
C: Flushing, Linden Place	96Q698	1,701,000	TL Long Term Absence ROC C	TAX LEVY (ALL OTHER)
D: LIC, Queens Plaza	96Q699	2,945,000	TL Long Term Absence ROC D	TAX LEVY (ALL OTHER)
E: Brooklyn, 131 Liv	96K699	1,504,000	TL Long Term Absence ROC E	TAX LEVY (ALL OTHER)
F: SI, Ocean Terrace	96R699	3,225,000	TL Long Term Absence ROC F	TAX LEVY (ALL OTHER)
TOTAL		\$15,000,000		

*Note: Alternative HS Program is included in ROC E's allocation.
Citywide Special Education has their own budget.*

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CC: Instructional Leadership Division Superintendents