



THE NEW YORK CITY DEPARTMENT OF EDUCATION

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Chief Financial Officer

SCHOOL ALLOCATION MEMORANDUM NO. 53, FY06

DATE: July 14, 2005

TO: INSTRUCTIONAL LEADERSHIP DIVISION (ILD) SUPERINTENDENTS,
REGIONAL OPERATION CENTER (ROC) EXECUTIVE DIRECTORS,
And SCHOOL PRINCIPALS

FROM: Bruce E. Feig

SUBJECT: LONG TERM ABSENCE ALLOCATION FOR PER DIEM COSTS

This memorandum provides resources to defray per diem 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 allocation category "[TL Long Term Absence Coverage](#)".

This represents a change from the prior year's allocation. In FY05, the allocation also included funding for teachers placed on hold harmless. However, this year the Regions received resources under the allocation category "[TL ASA HH](#)" for this purpose. Therefore, this allocation should NOT be used to cover hold harmless costs.

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.**

The table below displays each Regional Operation Center allotment.

Long Term Absence for Per Diem Costs		
<i>Regional Operation Centers</i>	<i>Location</i>	<i>Absence Coverage</i>
A: Manhattan, 333 7th Ave	96MTRA	\$534,200
B: Bronx, Fordham Plaza	96XTRB	599,900
C: Queens, Linden Place	96QTRC	405,700
D: Queens, LIC Queens Plaza	96QTRD	617,100
E: Brooklyn, 131 Livingston St	96KTRE	360,100
F: Staten Island, Ocean Terrace	96RTRF	<u>723,000</u>
TOTAL		\$3,240,000

Note: Alternative HS Program and Autonomous Zone Schools are included in ROC E's allocation. Citywide Special Education has their own budget.

BEF:BGF:pav

Cc: Andres Alonso
 Brian Osborne
 Local Instructional Superintendents (LIS)