



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, *Chancellor*

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

SUSAN OLDS
Acting Chief Financial Officer

SCHOOL ALLOCATION MEMORANDUM NO. 38, FY07

DATE: May 17, 2006

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

FROM: Susan Olds

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](#)".

Please note that this allocation should not be used to cover costs of teachers placed on hold harmless. The allocation category "[TL ASA HH](#)" should be used for this purpose.

TO REQUEST REIMBURSEMENT FOR ASSOCIATED PER DIEM COSTS:

The principal may submit to the school's regional network specialist 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		
Regional Operation Centers	Location	Absence Coverage
A: Manhattan, 333 7th Avenue	96MTRA	535,000
B: Bronx, Fordham Plaza	96XTRB	603,000
C: Queens, Linden Place	96QTRC	408,000
D: Queens, LIC Queens Plaza	96QTRD	626,000
E: Brooklyn, 131 Livingston St	96KTRE	389,000
F: Staten Island, Ocean Terrace	96RTRF	710,000
TOTAL		3,271,000

SO: SB

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