

SUMMARY OF SCHOOL ALLOCATION MEMORANDUM NO. 35, FY08

TL LONG TERM ABSENCE

Summary

This allocation provides resources to defray per diem costs associated with teacher long-term absences.

Purpose

This is a supplemental budget allocation, to assist schools with per diem costs for the continuous absence of a teacher with pay for more than thirty (30) consecutive school days for authorized reasons

Restrictions on Funds

This allocation should not be used to cover costs of teachers placed on hold harmless.

Allocation Formula

The allocations provide amounts similar to those utilized for this purpose in FY07. Distribution of funds by ISC follow FY07 patterns.



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHIEF FINANCIAL OFFICER

52 Chambers Street, New York, NY 10007

SCHOOL ALLOCATION MEMORANDUM NO. 35, FY08

DATE: July 10, 2007

TO: COMMUNITY SUPERINTENDENTS, INTEGRATED SERVICE CENTERS
AND SCHOOL PRINCIPALS

FROM: Susan Olds, Executive Budget Director

SUBJECT: TL Long Term Absence

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 categories "TL Long Term Absence" and "TL Long Term Absence Coverage CW".

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 ISC representative 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 ISC Director.
- If approved, the ISC 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.

Allotment by ISC Long Term Absence for Per Diem Costs		
<u>Instructional Service Centers</u>	<u>Location</u>	<u>Absence Coverage</u>
Manhattan ISC: 333 7 th Avenue	96MTUA	334,000
Bronx ISC: One Fordham Plaza	96XTUB	416,000
Brooklyn ISC: 131 Livingston St	96KTUC	269,000
Queens ISC: 28-11 Queens Plaza North	96QTUD	771,000
Queens ISC (CW): 28-11 Queens Plaza North	96QTUD	127,000
Staten Island ISC: 715 Ocean Terrace	96RTUE	696,000
TOTAL		2,613,000

C: Marcia Lyles