



JOEL I. KLEIN, *Chancellor*

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

SCHOOL ALLOCATION MEMORANDUM NO. 37, FY09

DATE: July 23, 2008

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.

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 Integrated Service Center (ISC) representative a request, via e-mail, for reimbursement of the associated per diem cost for the days absent to date (31 or more). The following rules apply:

- 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 and are made available in the allocation categories "[TL Long Term Absence](#)" and "[TL Long Term Absence Coverage CW](#)". The allocations per ISC are shown in the table below.

SO:ddz
Attachment

c: Marcia Lyles
Lisa Dare

ISC	ISC Name	Location	Amount
CFN	Children First Network	96CHTU	36,493
ISC - A	Manhattan	96MTUA	352,167
ISC - B	Bronx	96XTUB	309,060
ISC - C	Brooklyn	96KTUC	112,996
ISC - D	Queens	96QTUD	369,308
ISC - D CW	Queens	96QTUD	25,081
ISC - E	Staten Island	96RTUE	759,262
TOTAL			1,964,367