

SCHOOL ALLOCATION MEMORANDUM NO. 61, FY 12

DATE: September 21, 2011

TO: Community Superintendents
High School Superintendents
Children First Networks
School Principals

FROM: Veronica Conforme, Chief Financial Officer

SUBJECT: Long Term Absence Allocation

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 Children First Network (CFN) representative a request, via e-mail, for reimbursement of the associated per diem cost for the days absent to date (30 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 CFN Director.
- If approved, the CFN 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.

The table below reflects resources for Long Term Absences provided to Division of School Support (DSS). Funds to support per diem costs will be distributed to schools via the Transfer Utility functionality in Galaxy and made available in the allocation category “[TL Long Term Absence](#)”.

Location	Name	Amount
95TUD3	Division of School Support	2,719,500
TOTAL		2,719,500

[Click here to download a copy of the School Allocation Memorandum.](#)

VC: dz

DRAFT