

## SCHOOL ALLOCATION MEMORANDUM NO. 92, FY 2016

**DATE:** November 10, 2015

**TO:** Community Superintendents  
High School Superintendents  
Borough Field Service Center Teams  
School Principals

**FROM:** Raymond J. Orlando, Chief Financial Officer

**SUBJECT:** Long Term Absence Allocation

---

This memorandum provides resources to defray per diem costs associated with long-term teacher 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 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 BSFC team 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 BFSC Director.
- If approved, the BFSC Team will allocate to the school an amount equal to: (number of days absent - 8 days) x "Z" status per diem rate. Eight 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 Office of Field Support (OFS). 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**.

<b>Location</b>	<b>Name</b>	<b>Amount</b>
95TUSC	Division of School Support	\$1,000,000
<b>TOTAL</b>		<b>\$1,000,000</b>

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

RJO: pp