



LONG TERM

SUBSTITUTION



10 DAYS

Once a Teacher is absent for more than 10 consecutive work days, the Long Term Substitute will be paid at the regular salary scale rate as per 6-6.03 (f) and not at the substitution rate.

If the absence is determined to be over 10 days but under 21, the Substitute will be automatically paid at the regular salary scale rate as per 6-6.03 (f) as of the first day.

20 DAYS

Once a Teacher is absent for more than 20 work days, the Long Term Substitute who has replaced that Teacher for the entire time, will be automatically granted a retroactive contract to the first day of replacement as per 5-1.08

SALARY SCALE

Teachers who are granted a contract or have completed 10 days of consecutive substitution for the same Teacher will be paid at their salary scale/step.

Your step is based on your schooling and your teaching experience as per 6-2.00 & 6-3.00.

It is **VERY** important to make sure the school board has your most recent official transcripts and any teaching experience on file.

ABSENCES PRIOR TO OBTAINING YOUR CONTRACT

Long Term Substitutes can be absent for up to 1 day without it affecting the 10 day count and /or for up to 2 days without affecting the 20 day count.

Should a the Long Term Substitute be absent for more than the days stated above, the count will restart at day 1 following those absences.



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SICK DAYS & SPECIAL LEAVE

A Teacher will be granted up to 6 sick days and 8 special leave days, pro-rated to the percentage of contract obtained after the 20 consecutive work days replacing the teacher.

Prior to the 20 days, Long Term Substitutes do not have access to these days.

As Substitutes, any days you are absent will not be paid out, but with proof, it may be possible to retroactively use a special leave or sick day once the contract has been confirmed and inputted into the system.

FOR MORE INFORMATION

Contact the
Director of Membership
Welfare at LTU

450-667-7037



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INSURANCE

Teachers who obtain a contract after 20 days of Long Term Replacement are eligible for benefits under the health insurance plan.

These benefits are retroactive to the first day of the replacement contract and Teachers are required to participate in their employer's health insurance plan.

If a Teacher is insured under another insurance plan, they should inform the school board immediately .

LETTER OF ENGAGEMENT

Within 35 days of starting a contract, Teachers should receive a Letter of Engagement from HR as per 5-1.02 and Appendix I-e.

The information on this letter will include the employment status and start & end date of the contract.

A Letter of Engagement is considered a contract with the same obligations and legal status.