

### Principal's Request for Extended Vacancy Substitute Pay Rate

(Rates detailed in current Salary Schedule and paid as set forth in corresponding procedures)

**Substitute:**

Name: Last First Middle Social Security # Emp/Sub Card #

Identify Type of Position:  Teacher or Other Certificated  Special Ed Aide  
 RN  Social Worker  Occupational or Physical Therapist  
 LPN  Other: \_\_\_\_\_

Base School/Office: \_\_\_\_\_ Subject/Grade: \_\_\_\_\_

**1<sup>st</sup> Consecutive Day of Substituting in Extended Vacancy:** \_\_\_\_\_

Identify the regular employee attached to vacancy:

Name \_\_\_\_\_ EmpNo \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Fwd to Human Resources)

Verifying HR Official \_\_\_\_\_ Date \_\_\_\_\_  
(Fwd to Payroll)

Payroll Official \_\_\_\_\_ Date \_\_\_\_\_

<b>DO NOT WRITE IN THIS BOX</b>	
<b>Approved: Yes <input type="checkbox"/> No <input type="checkbox"/></b>	
Certificate:	_____ (Valid Period)
HQ:	_____ (Appr Dt/Praxis/etc)
License:	_____ (RN/LPN and Valid Period)
Test:	_____ (ACT Workkeys)
Education:	_____ (2 yrs/Assoc/Bach/Mstr/etc)
Sub App:	_____ (Valid Period)

A substitute may receive the extended vacancy rate of pay as provided in the current Baldwin County Board of Education Salary Schedule according to the following guidelines:

- 1- Vacancy must be in the same position for 20 or more consecutive business days
- 2- Must be at principal's request
- 3- Substitute must have documentation on file in Human Resources of credentials appropriate to the extended vacancy position

The extended vacancy rate of pay may be retroactive to the substitute's first consecutive day of the extended vacancy for the current school year.