



# Prairie Rose School Division

## Part-Time Teacher Attendance/Exception Report

To be completed for each occasion a part-time teacher attends Inservice Days and/or works additional days or additional time in a day at the direction or authorization of the employer. One form may be used for consecutive days. Questions should be directed to your immediate supervisor.

Name: \_\_\_\_\_ School: \_\_\_\_\_

Current Date: \_\_\_\_\_ Date of Exception: \_\_\_\_\_

### Reason for Exception

- Inservice Day
- Div/Sch. Committee Meeting (provide details) \_\_\_\_\_
- Other (be very specific) \_\_\_\_\_

Additional comments (if required): \_\_\_\_\_

\_\_\_\_\_  
*Teacher's Signature* \_\_\_\_\_  
Date

For completion by Principal (please see administrative guideline for reference):

**Pay Implications:**

- Not Applicable (Included under contract time)
- Per Diem (Regular) Rate    Budget Acct. No. \_\_\_\_\_
- Substitute Teacher Rate    Budget Acct. No. \_\_\_\_\_

Pay Calculation:

How much time will the teacher work that day (% of FTE) \_\_\_\_\_

LESS: In accordance with the teacher's contract, how much time would the teacher be *normally* scheduled to work that day (% of FTE ) \_\_\_\_\_

**Pay DUE** for Date of Exception (% of FTE) \_\_\_\_\_

### Authorization

\_\_\_\_\_  
 Principal's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
 Division Office Administrator's Signature \_\_\_\_\_  
Date

*Note: Payroll is only authorized to process forms that are completed in full.*

Payroll Department NOTES: