

**REQUEST FOR ALLOWANCE
FOR
SUBSTITUTING AS AN ADMINISTRATOR
(SECONDARY TEACHERS)**

A Teacher may substitute for an Administrator who is absent from the work site for a period of not less than a day on a temporary basis but not to exceed twenty (20) days in a school year. Preference shall be given to Bargaining Unit Members qualified for the position. (Article 32) The teacher should complete the form below and submit it to her/his principal for confirmation. The completed form should then be forwarded to the Superintendent of Human Resources.

NAME: _____

SCHOOL/LOCATION: _____

POSITION: _____

QUALIFICATIONS: **Principal's Course** **Part I** _____ **Part II** _____

DATE(S) OF SUBSTITUTION: _____

AMOUNT OF ALLOWANCE: _____ **days X \$40.00 =** _____

Teacher's Signature

Principal's Signature

Date

Approval: _____

Date: _____

THIS APPLICATION SHOULD BE SENT TO:

Andre Labrie, Superintendent of Human Resources
Limestone District School Board
220 Portsmouth Avenue
Kingston, ON K7L 4X4

copy to: Teresa Marrello, District Officer
Limestone OSSTF District 27
735C Arlington Park Place, Unit 11
Kingston, ON K7M 8M8