



Idaho Division of Human Resources
 Statewide Executive Branch Policy
 Section 11: Idaho Public School Substitute Leave
 Effective: September 20, 2021

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10A. General Information

Governor Little has approved a temporary benefit for eligible State of Idaho employees to receive paid time off to substitute in Idaho Public School Districts (K-12). This is a temporary benefit to support in-person learning during the COVID-19 pandemic.

10B. Eligibility

This policy is limited to executive branch agencies reporting through the Governor (click [here](#) for an overview of the branches of government). Employees of other constitutional officers and other branches of government should consult with their human resources department on if their employer has adopted a similar policy.

State of Idaho executive branch employees reporting through the Governor are eligible for paid time off to substitute **in-person** in Idaho Public Schools when they meet the following criteria:

- An eligible employee must receive some paid leave, wages or salary for the pay period in which they request to code Substitute Leave.
- Employees must be employed as of September 20, 2021.
- All employees regardless of part-time, full-time, classified, non-classified status or temporary status are eligible to take Substitute Leave.
- Employees must meet all school district requirements to be hired as a substitute and pass all screening processes to ensure the safety of school children before being approved to utilize Substitute Leave.
- Employees must provide **in-person** substitution to an Idaho public school.

- Agency Appointing Authorities have the discretion to approve or deny an employee's request to take Substitute Teacher Leave in accordance with workload demands, performance and other legitimate business reasons.
- Employees can only use this leave when providing **in-person** substitute support when authorized to be paid by a public Idaho school district (K-12) (i.e., volunteer work for the school district does not qualify).

10C. Use and Compensation of Leave

1. Substitute Leave is available up to 16 hours per pay period for the duration of time that this temporary paid benefit is available (regardless of full-time or part-time status). Agencies are responsible for ensuring that any substitute leave fits within their budget and complies with rules and regulations for employees (such as: temp hour limits, PERSI, benefits, etc.).
2. Employees can use up to eight (8) hours of Substitute Leave to complete necessary paperwork to apply to be a substitute, complete background requirements and attend orientation as required by the school district.
3. Classified state employees will accrue Credited State Service (CSS) when coding Substitute Leave.
4. Employees are responsible for paying any fees associated with substitute leave, such as background checks.
5. Employees may be requested to provide documentation to validate the hours they worked as a substitute (for example, a paystub from the school district).
6. If an employee is paid by the school district to substitute for an entire school day but it is less than eight (8) hours, employees are eligible to code Substitute Leave for eight (8) hours on that day. If an employee is paid by the school district to substitute for half of a school day but it is less than four (4), employees are eligible to code Substitute Leave for four (4) hours on that day.
7. Substitute Leave may not be coded if it will result in excess hours coded to the employee's normally scheduled workweek. For example, if a full-time employee plans to work a reduced work schedule but then works in excess of what was planned, the employee is required to reduce the number of Substitute Leave hours coded during that workweek.
8. Employees working for agencies utilizing I-Time shall use the following Substitute Leave code:
 - SUB - Substitute Leave

Employees working for agencies that do not use I-Time, should contact their respective payroll office to discuss proper coding of Substitute Leave. **Agencies not utilizing I-Time must provide DHR a report of Substitute Leave by the first of each month.** This report should be submitted to idhr@dhr.idaho.gov.

10E. Use in Conjunction with Other Leave Types

1. **Accrued Leave Benefits.** Employees may request to utilize accrued vacation and compensatory leave in conjunction with Substitute Leave, if approved in accordance with agency procedures.
2. **Holidays.** If a holiday occurs while an employee is substitute teaching, such day will be coded to holiday pay.

10F. Effect of Transfer to New Agency

1. If an employee transfers to another state agency, the employee must complete a new request and receive approval to utilize Substitute Leave at their new agency.

10G. Steps to Apply for Substitute Leave

Employees

1. Discuss your interest in participating in this program with your supervisor; if your supervisor supports your interest, proceed to Step 2.
2. Contact the school district(s) you are interested in substituting for and determine the appropriate process to apply.
3. Once you have identified what you need to do to apply, discuss with your supervisor if you need flexibility in your work schedule and/or time-off to complete the necessary paperwork, background check requirements and/or orientations. If approved by your supervisor, you may utilize up to eight (8) hours of Substitute Leave to complete the necessary paperwork, background check requirements and orientation as required by the school district(s). Please note, you are responsible for paying for any fees associated with this process, such as the cost for a background check.
4. Complete school district application requirements.
5. Once you receive either an approval or a denial from the school district(s) you applied to be a substitute teacher with, complete the **Paid Time Off to Substitute Request** form and submit it to your supervisor.

Supervisor

1. Consult with your manager to determine the necessary process within your agency for approval and denial of employee requests to take substitute leave.
2. When you receive a completed **Paid Time Off to Substitute Request**, review the information provided and if you do not have any questions or concerns, sign the form and submit it to your agency human resources contact.
3. If the employee is approved for Substitute Leave, ensure appropriate timecoding of the employee's timesheet, including but not limited to: use of the appropriate time code on the appropriate day(s) and for the appropriate hours; an employee does not use more than 16

hours of Substitute Leave during a pay period; an employee's use of Substitute Leave does not impact their benefit-eligibility status; and, extension of probation if necessary.

Agency Human Resources

1. Review the **Paid Time Off to Substitute Request** and ensure the employee provided necessary documentation and that the supervisor signed the form.
2. Consult with Appointing Authority regarding employee's request and provide recommendations as necessary regarding the approval or denial of the request.
3. Submit the signed signature page of the **Paid Time Off to Substitute Request** form to idthr@dhr.idaho.gov. DHR will not respond to the submittal unless we have questions or concerns. Note: this form should be submitted regardless of if the employee is approved or denied by the school district(s) and/or Appointing Authority. DHR will track all requests.
4. Notify the employee, supervisor and Appointing Authority that the request has been approved or denied and provide instructions for timesheet coding as applicable.
5. Maintain a copy of the employee's **Paid Time Off to Substitute Request** form in their Personnel File.

10H. Tracking and Reporting

The Agency HR contact is responsible for submitting the **Paid Time Off to Substitute Request** (signature page only) to idthr@dhr.idaho.gov. DHR will not respond to submittals unless there is a question or concern.

Agencies not utilizing I-Time must provide DHR a report of Substitute Leave by the first of each month. This report should be submitted to idthr@dhr.idaho.gov.



State of Idaho Paid Time Off to Substitute Request

Date:

Employee Name:

Agency:

Current Position:

SUB hours used to complete background check and any necessary substitute orientation: _____ hours (8 max)

School District(s) Approved to Substitute for:

_____ Employee was not approved by school district. *(Skip to signature section if checked.)*

Identify the supporting documentation you have to show approval. *(Attach to the request form.):*

How much time, per pay period, are you approved for?

Less than 8 hours 8 Hours 16 Hours (max)

By signing below, all parties agree to the terms and conditions outlined in the Substitute Leave policy.

Employee Signature: _____

Supervisor Signature: _____

Agency HR Signature: _____

Agency Director/Administrator Signature: _____

Date request sent to DHR:

***Agency HR Contact:** Send a copy of this page only to dhrr@dhr.idaho.gov for final approval.*