

# WORKING WHILE ON LEAVE REQUEST FORM

Personnel Number: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apartment Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Certificate Expiration Date: \_\_\_\_\_

- I am aware that substitute teaching is temporary employment and there is no guarantee of daily employment. The Sub Search System assigns jobs on a random basis.
- I will not cancel a job unless it is an emergency. If I cancel a job the morning of the assignment, I will contact the school and I understand that I will be ineligible to work that day.
- I understand that I must remain at school until the close of the regular day or until released by the principal. I am paid based upon the number of hours worked, not the number of classes taught. Therefore, I may be called to cover a class during the teacher's planning period.
- My name may be removed from the approved substitute teacher list when three or more schools have negatively evaluated my performance or have requested that I not return to their location or for not showing up for an accepted assignment.
- **I must maintain a valid Florida Teaching Certificate or a Broward County Certificate and work enough hours during the school year defined as 37.5 hours. Failure to comply with this will result in my voluntary dismissal from employment. If I am terminated, I understand that I must reapply and pay the appropriate fees to be approved for substitute teaching.**

Please list the names of the schools you want listed on your location profile.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**My signature below signifies that I agree with the above statements, will abide by the guidelines outlined in the Substitute Teacher Handbook, and Broward County School Board policy as conditions of my employment. Any violation of the policies on my part is cause for disciplinary action.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **OFFICE USE ONLY:**

Authorized Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_