

# *Ridgway Area School District*

## **CLASS COVERAGE VOUCHER**

### **What is the Purpose of the Form?**

This form is to be used to report use of prep period to cover classroom duties. It can be used to request pay or for conversion of five (5) vouchers to a personal day.

### **Who Should File the Form?**

The professional staff member who uses his/her preparation period to cover a class for another staff member should fill out the form and present it to their principal for signature.

### **When Should the Form be Filed?**

Five completed vouchers may be submitted to the central Office at any time for conversion to a personal day or completed vouchers may be submitted on an individual basis for payment.

### **Special Notes:**

Only one personal day may be added per year and vouchers do not carry over from one school year to the next.

Revised: October 2002

**RASD** RIDGWAY AREA SCHOOL DISTRICT **RASD**  
*Preparation Period/Personal Day  
Class Coverage Voucher*

**Date** \_\_\_\_\_

**Name**

\_\_\_\_\_

On \_\_\_\_\_ I worked my prep period covering a class for  
\_\_\_\_\_ from \_\_\_\_\_ to

\_\_\_\_\_ I hereby request that this period be used towards the accumulation of the five (5) days needed for conversion to a personal day. I understand that upon the accumulation of five (5) vouchers I must submit the five (5) vouchers, stapled together, to the Central Office for conversion to a personal day. I may turn this voucher into the Central Office at any time requesting payment as opposed to conversion. Less than five (5) vouchers received by the Central Office will be considered a request for reimbursement and will be included in the next available payroll period.

**Signature**

\_\_\_\_\_

I certify that this voucher is being given in exchange for class coverage resulting in less than 252 minutes of prep time in a six-day period.

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

Office Use: ____ Assigned personal day on _____ ____ Paid as part of payroll dated _____
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