

In this module we will show you how to properly process the Extended Day-to-Day Substitutes.

## Extended Day-to-Day Substitutes

Any day-to-day substitute who serves for more than 20 consecutive working days in the same assignment in place of the same absent employee or in the same unfilled position, in regular K-12, shall be classified as a Day-to-day Substitute, Extended employee and shall be paid the Incentive Plan substitute daily rate.

**Important Note:** Always write down the job number when securing any Day-to-Day Substitute.

Any day-to-day substitute who serves for more than 20 consecutive working days in the same assignment in place of the same absent employee or in the same unfilled position, in regular K-12, shall be classified as a Day-to-day Substitute, Extended employee and shall be paid the Incentive Plan substitute daily rate. Also if the Day-today Substitute opened the classroom at the beginning of the school year and works in the classroom 10 consecutive days or more, he/she is also entitled to the Incentive Plan Substitute daily rate. It is important to remember to always write down the job number when requesting a Day-to-Day Substitute. You will need the job number to complete the extended Day-to-Day Substitute request.

Go to [www.teachinla.com](http://www.teachinla.com)

The screenshot shows the Los Angeles Unified School District website. At the top, there is a navigation bar with links for Home, About LAUSD, Employment, Find a School, Offices, and Quick Links. Below this is a search bar and social media icons. The main content area features a 'Human Resources' sidebar on the left with a list of links including 'Home', 'About Us', 'FAQ', 'Location & Building Access', 'Office Directory', 'Parking Instructions', 'Apply Now!', 'How To Apply', 'Why Teach in L.A.?', 'Vacancies (Current Employees)', 'Frequently Requested', 'ALL HR Forms and Policies', 'Class Descriptions', and 'Forms and Services'. The main content area has a blue header with the text: 'The future of Los Angeles and the world is in our classrooms. We are recruiting individuals committed to ensuring that all students graduate college prepared and career ready. Take on this challenge, and join LAUSD. **TEACH!**'. Below this text is a navigation bar with three buttons: 'Apply Now!', 'Forms and Policies' (which is highlighted with a blue border), and 'Contact Us'. At the bottom of the main content area, there are three small images: a group of students raising their hands, a teacher pointing at a whiteboard, and a teacher smiling with a student.

In the address bar, type [www.teachinla.com](http://www.teachinla.com) then click on Forms and Policies.

Los Angeles Unified School District  
Investing in LAUSD

can't find something?

Home About LAUSD Employment Find a School Offices Quick Links

### HR Document Library

Documents by Office

- Administrative Services
- Adult Salary Allocation Unit
- Career Ladder
- Certificated Assignments and Support Services
- Certificated Recruitment and Selection
- Certificated Substitute Unit**
- Credentials, Contract and Compliance Services
- Early Childhood Education
- Employee Health Services
- Employee Relations
- NCLB Teacher Qualifications Unit

### HR Home

### HR Forms and Policies

### HR Offices

#### Frequently Requested Forms

- Certificated Applicant Medical Forms Packet
- Certificated Request for Leave of Absence (HR-1065)
- Certificated Request to Return From Leave (Administrative - Supervisory) (HR-1040)
- Certificated Request to Return From Leave (HR-1038)
- Certificated Resignation Form and Instructions (HR-8152)
- Clear and Professional Credential Renewal Affidavit (HR-1220)
- Emergency 30 Day Substitute Teaching Permit Affidavit (HR-8766)
- Employment Verification Request (HR-8101)
- Report of Conviction/Pending Criminal Court Cases (HR-6087)
- U-Form - Application for point credit approval (accredited) (HR-3134)

#### Viewing Documents

Documents may be in either PDF, Microsoft Word or Excel formats. Links to free viewers and LAUSD discounted\* software are provided below.

\*LAUSD discounts are for current employees only.

#### Software Links

- Free - Adobe Reader (PDF)
- Free - Microsoft Office Viewers (Word, Excel, etc.)


Click on Certificated Substitute Unit on the Gray Box on the left of the screen under the HR Document Library.

**HR Document Library**


- Documents by Office
  - Administrative Services
  - Adult Salary Allocation Unit
  - Career Ladder
  - Certificated Assignments and Support Services
  - Certificated Recruitment and Selection
  - Certificated Substitute Unit**
    - Extended Sub Assignment
  - Credentials, Contract and Compliance Services
  - Early Childhood Education
  - Employee Health Services
  - Employee Relations
  - NCLB Teacher Qualifications Unit
  - Salary Allocation Unit
  - STEP UP
  - Title II, Part A Private Schools Support
- New Hire Documents
- Policy Documents
- Resource Guides

[HR Home](#)   [HR Forms and Policies](#)   [HR Offices](#)

### Certificated Substitute Unit

**Certificated Day-to-Day Substitute Teacher Commendation Report**  
Form HR-1081  
 [HR1081.pdf](#) **49.66 KB** (Last Modified on February 3, 2014)


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**Certificated Day-to-Day Substitute Teacher Inadequate Service Report**  
Form HR-1079  
 [HR1079.pdf](#) **35.97 KB** (Last Modified on February 3, 2014)


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**District Policy and Procedure for Arranging Substitute Teacher Coverage**  
MEM-6133.0  
[Click here to view document.](#)

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**Emergency 30-Day Substitute Teaching Permit Affidavit**  
Form HR-8766  
 [HR8766.pdf](#) **68.53 KB** (Last Modified on February 3, 2014)

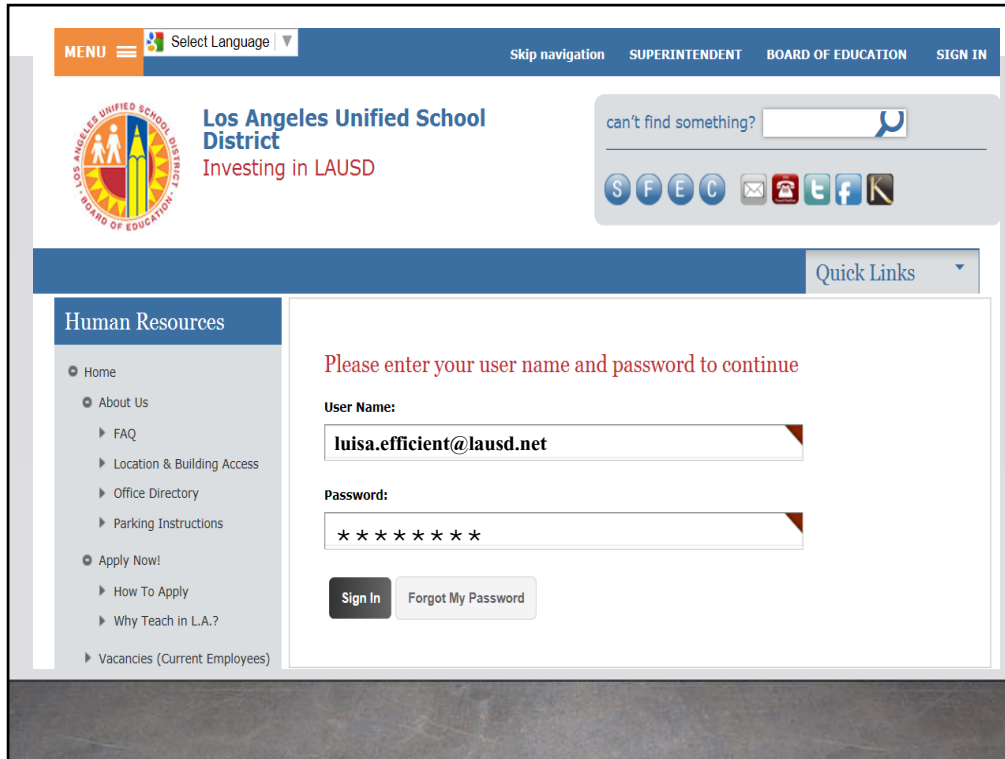
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**Non-Routine Payment Request**  
Form HR-8938  
 [HR8938.pdf](#) **20.76 KB** (Last Modified on February 3, 2014)

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**Request for Extended Day-to-Day Substitute (Online Form)**  
[Form HR-2139](#)

Then click on Request for Extended Day-to-Day Substitute (Online Form), Form HR-2139.



Once on the form, enter your single sign-on name including @lausd.net and password

**extendedSubRequest**

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**Request for Extended Day-To-Day Substitute**

Any day-to-day substitute who serves for more than 20 consecutive working days in the same assignment in place of the same absent employee or in the same unfilled position, in regular K-12, shall be classified as a Day-to-day Substitute, Extended employee and shall be paid the Incentive Plan substitute daily rate as provided in Section 1.0b and c. above retroactive to the beginning date of the assignment.

**Important:** The Emergency 30-Day Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, in grades preschool and kindergarten through 12. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year. Substitute teaching permits may not be used for "service" assignments such as counseling, library, and school nurse.

Failure to notify Human Resources regarding extended substitute assignment in a timely manner will unduly delay pay for your extended substitute.

- Every substitute must be requested through Sub Finder and be issued a job number.
- This request cannot be processed without a valid position control number.

1. Sub Finder Job Number:\*

2. Position Control Number:\*

3. Name of Extended Day-to-Day Substitute Teacher:\*

4. Personnel ID Number:\*

5. Start Date of Extended Assignment:\*

mm/dd/yyyy

6. End Date of Extended Assignment:\*

mm/dd/yyyy

You will be directed to the online Request for Extended Day-to-Day Substitute(s). Read the information on this page carefully. Note that The Emergency 30-Day Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, in grades preschool and kindergarten through 12. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year. In addition, each request cannot be processed without a job number and valid position control number. Complete each field on the request using the information of the absent teacher, day-to-day substitute teacher, and the job number for the assignment.

**extendedSubRequest**

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**School Information**

7. Education Service Center\*  
--Please Select--  
Central  
East  
Investment Schools  
Northeast  
Northwest  
South  
West

8.

9. Org Unit/Location Code:\*

Indicate the Local District and the School Location Code. Click on Next to continue.



**extendedSubRequest**

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**Absent Teacher's Information**

10. Absent Teacher's name: (if position is vacant, type vacant)\*

11. Pers ID/Employee Number: (if position is vacant, type vacant)\*

12. Grade (Elementary) or Subject: \*

Enter the absent teacher's name, the Personnel ID Number and the Grade or Subject and click on next.

**extendedSubRequest**

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**Requested By:**

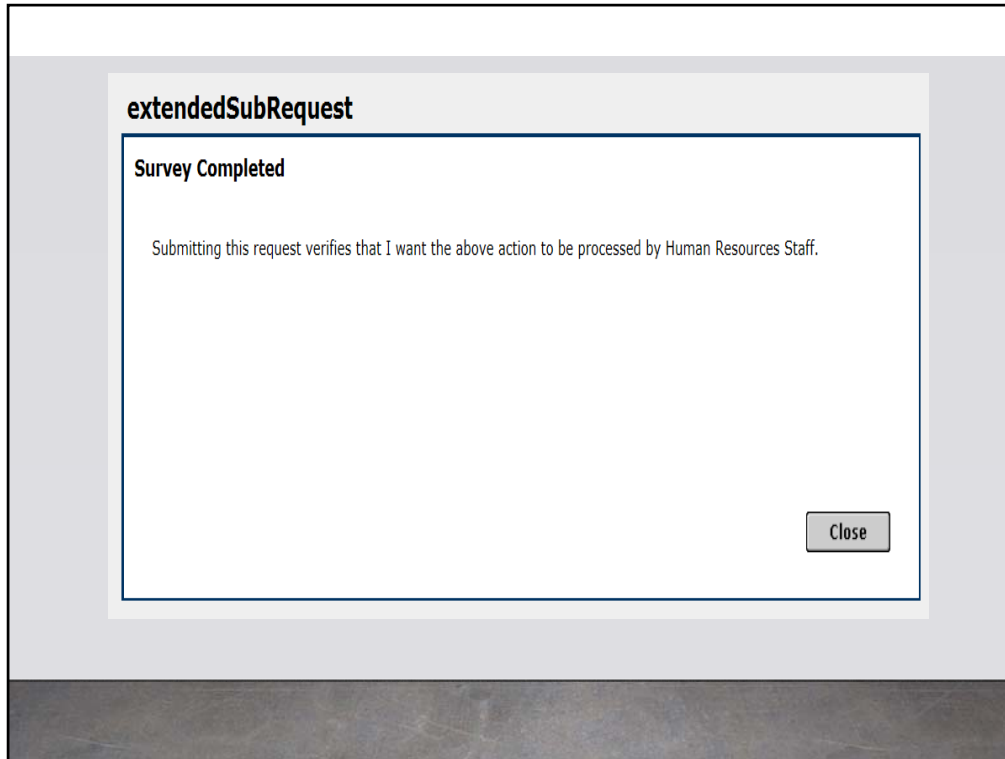
13. Requested By: \*

14. Title: \*

15. Email Address: \*

16. I would like to discuss this assignment with personnel specialist:  
 Yes  
 No

Once you complete each section on the top, you have the option to request to speak to the assignment personnel specialist by indicating yes or no, and then click on "Done"



Once the Request is processed, the Day-to-Day Substitute teacher will receive the extended pay retroactive to the first day of the assignment and will continue to receive the extended pay rate until the end of the assignment.

## Payroll Resources

- MyLAUSD
- <https://oelausd.org>

Click on **Employee Resources**.

Select **Just-in-Time Training** from the drop down list and look for

**Payroll**.



For more resources, please refer to the most updated payroll manual and bulletins located in MyLAUSD. Don't forget to visit the Organizational Excellence webpage for more tools and resources. Go to [oelausd.org](https://oelausd.org). Click on the Employee Resources Tab, then click on Just-In-Time Training and scroll down to payroll