

ESP – Teacher Differential Coverage Form

**BACK UP TO TIMESHEET & MUST BE INCLUDED WITH TIMESHEET**

**Instructions:**

1. Complete the timesheet for:
  - a) Each period (30 mins or greater) that you cover. 6 periods covered equals 1 day differential. One day differential pays \$25.00. Submit once all 6 periods are covered; or,
  - b) Each full day of coverage. Each full day pays \$25. If multiple full coverage days are within same week, one sheet can be used for that week but each day must be dated and state "Full Day" in period covered column.
2. If within one week there is a mixture of full day coverage and period coverage, one sheet should only show full coverage days and period coverage should be on a separate sheet.

School: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

	<u>Date</u>	<u>Period covered or Full Day</u>	<u>Name of Teacher covered for</u>
1.			
2.			
3.			
4.			
5.			
6.			

**Total Full Coverage Days:** \_\_\_\_\_

Supervisor/Principals signature: \_\_\_\_\_

Pay period submitted: \_\_\_\_\_

Pay date: \_\_\_\_\_