

## **Half-Day/Full-Day Pay**

### **Half-Day**

Half-days are 3-3/4 hours a day or less.

If you receive a job for a half-day at 3-3/4 or less hours, do not stay longer unless you first receive permission from the principal or office manager to work beyond 3-3/4 hours.

### **Full-Day**

Full-days are more than 3-3/4 hours. However, if you receive an assignment offer from the substitute caller system for a full-day assignment that lasts between 3-3/4 - 4 hours, please seek permission from that school principal or office manager to work beyond the 3-3/4 hours. If permission is granted by the school principal or office manager, you will get a full-day pay; however, please keep in mind that the school may assign you additional substitute teaching or monitoring duties to extend the ending time of the assignment.

## **Vacant Absences**

At times, substitute teachers may receive a request to substitute teach for a vacant absence. Typically, a vacant absence may be an assignment for a position without a hired teacher or for a special request by a school in which a regular teacher is not absent.

