

NEW BRUNSWICK PUBLIC SCHOOLS

To: Payroll Department

Date: _____

From: _____
PRINCIPAL

School: _____

Re: Missed Preparation Periods

As per the NBEA contract, any elementary teacher who misses preparation periods shall be compensated at a rate of \$25 for each period. Any High School teacher who misses preparation periods shall be compensated at a rate of \$50 for each period.

If this pertains to you, please record the information and return to the Principal's Office on the last day of the month.

	DATE	PERIOD	REASON
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

TOTAL _____ X \$25= _____

TOTAL _____ X \$50= _____

TEACHER'S NAME

TEACHER'S SIGNATURE

VERIFIED BY: _____

DATE: _____