



Missed Lunch Period Documentation for Reimbursement

The most recent bargaining agreement (taking effect 7/1/16) approves teacher reimbursement of \$10 per missed duty free lunch resulting from circumstances beyond the control of the teacher. **Note:** If you miss more than one duty free lunch in a school year you must report this to your supervisor.

Use this form to document the days that you missed. This form should be turned in to Payroll twice a year – a week prior to winter break and a week prior to the end of the school year. It must be signed by you and your supervisor in order for it to be processed for payment.

Teacher Name _____ Program: ___ CAD ___ CD ___ Academy

Check One: ___ First Semester ___ Second Semester

List of Dates Duty Free Lunch Missed

Teacher Signature _____ APPROVED: _____
Supervisor

Office Use Only

Account # _____ Amount _____ Date _____