

LOCKPORT AREA SPECIAL EDUCATION COOPERATIVE

1343 E 7th St, Lockport, IL 60441

815.838.8080(p)

815.838.8086(f)

Missed Lunch Period Documentation for Reimbursement

The most recent bargaining agreement (taking effect 7/1/22) approves teacher reimbursement of \$40 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

Table with 11 empty rows for listing missed dates.

Teacher Signature _____ APPROVED: _____ Supervisor

Office Use Only

Account # _____ Amount _____ Date _____