

LOCKPORT AREA SPECIAL EDUCATION COOPERATIVE

1343 E 7<sup>th</sup> St, Lockport, IL 60441

815.838.8080(p)

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**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

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**Office Use Only**

Account # \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_