

BI-WEEKLY TEACHERS' PAYROLL DATES
Diocese of Gary Catholic Schools
2011-2012 School Year

Aug. 12
26

Jan. 13
27

May 4
18

Sept. 9
23

Feb. 10
24

June 1

22 Pay Periods

Oct. 7
21

March 9
23

June 15
29

Nov. 4
18

April 6
20

July 13
27

Dec. 2
16
30

26 Pay Periods

1. The teacher will be allowed at least ten (10) days during the school year without loss of salary, for personal illness. The days not used will be allowed to accumulate each year to a maximum of thirty (30) additional days to be used only for catastrophic illness. Employee must provide thirty (30) days notice of the need to take FMLA medical/maternity leave when the need is foreseeable and submit the FMLA Request Form in accordance with the diocesan Family Medical Leave Policy.

2. The teacher will be allowed two (2) days each year for personal and/or business matters without the loss of salary. The two (2) business days shall not be accumulative. Application for all personal business leave shall be made no less than twenty-four (24) hours before taking such leave and the applicant will not be required to state the reason for taking such leave. Personal business days shall not be used for the purpose of extending vacations and may be taken one-half (1/2) day at a time.

SUBSTITUTE TEACHER PAY

Degreed and Certified Teachers*	\$75.00
Degreed and Uncertified Teachers	\$65.00
Non-Degreed Teachers	\$55.00
Permanent Substitute Teachers	\$115.00

*Certified = A current Indiana Professional, Provisional, Standard, Reciprocal, or Limited License.
 (A "Substitute License" by itself does not satisfy certification requirements.)