



**WJHSD ESL Comp Time
Reporting Procedures and Timelines
December 17, 2020**

Updated 9.16.22

The following procedures and timelines have been developed in order to ensure the accuracy and timeliness of ESL-related comp time reporting and billing. These procedures become effective on January 4, 2021.

- If the ESL teacher, a substitute teacher provided by AIU3, or the building-level sub is unavailable and the EL students must remain with the general education classroom teacher, comp time will be awarded to the general education teacher.
- The teacher must submit a claim for comp time using this form: [ESL Coverage - Payment Request Form](#) **no later than the 5th of the following month to ensure timely billing and payment.** It is recommended that the comp time claim be submitted on the day the coverage occurred.
- Submit one form for each occasion where the ESL teacher was not available, and the EL students remained with the teacher.
 - Comp time payroll payments will be made to teachers on a monthly basis and cannot be "banked" and paid at the end of the year.
- **By the 15th of each month** - Patty Zeleznick will submit the billing information to Linda Gaito.
- The school district will then process and provide the AIU with an invoice for the comp time accrued during the month prior by the last working day of the month.

WJHSD Sub Coverage - In the event the AIU is unable to provide sub coverage and WJHSD assigns a building sub to cover, the district will bill the AIU for that time.

Building secretaries - please use the same link to submit that coverage claim. [ESL Coverage - Payment Request Form](#)