

WHS Cheat Sheet for Substitute Start and End Times

(Revised 8/28/08)

This is a guide to help you determine start and end times to report in the sub system when you are going to be absent. It allows for 15 minutes at the beginning and end of each assignment so subs can review plans, leave notes, etc. If you need a sub for more than three periods, ALWAYS schedule the FULL DAY assignment time. Subs are paid for a full day when they cover four or more periods, so even if you do not need them for the full day, they get paid for the full day. Therefore, we want to have them here and available in the event they are needed elsewhere.

Monday

Assignment	Start Time	End Time
Full Day - Periods 1-6.....	7:45 a.m.....	3:15 p.m.
Half Day - Periods 1, 2, 3A.....	9:30 a.m.....	12:45 p.m.
Half Day - Periods 1, 2, 3B.....	9:30 a.m.....	12:15 p.m.
Half Day - Periods 2, 3, 4.....	10:15 a.m.....	1:40 p.m.
Half Day - Periods 3A, 4, 5.....	11:35 a.m.....	2:25 p.m.
Half Day - Periods 3B, 4, 5.....	11:05 a.m.....	2:25 p.m.
Half Day - Periods 4, 5, 6.....	12:25 p.m.....	3:15 p.m.

Tuesday - Friday

Assignment	Start Time	End Time
Full Day - Periods 0-5.....	6:45 a.m.....	2:15 p.m.
Full Day - Periods 1-6.....	7:45 a.m.....	3:15 p.m.
Half Day - Periods 0, 1, 2.....	6:45 a.m.....	10:45 a.m.
Half Day - Periods 1, 2, 3.....	8:00 a.m.....	11:45 a.m.
Half Day - Periods 2, 3, 4A.....	9:00 a.m.....	1:15 p.m.
Half Day - Periods 2, 3, 4B.....	9:00 a.m.....	12:45 p.m.
Half Day - Periods 3, 4, 5.....	10:20 a.m.....	2:15 p.m.
Half Day - Periods 4A, 5, 6.....	11:50 a.m.....	3:15 p.m.
Half Day - Periods 4B, 5, 6.....	11:20 a.m.....	3:15 p.m.

Lunches:

- 3A or 4A indicates first lunch (attend lunch first, then class)
- 3B or 4B indicates second lunch (attend class first, then lunch)

