

IDAHO MILITARY DIVISION
STATE EMPLOYEE IDAHO PUBLIC SCHOOL SUBSTITUTE LEAVE GUIDANCE
(as of October 1, 2021)

Governor Little has approved a temporary benefit for eligible State of Idaho executive branch employees, to receive paid time off to substitute in Idaho Public School Districts (K-12). This is a temporary benefit to support in-person learning during the COVID-19 pandemic.

Idaho Military Division (IMD) is an executive branch agency and the Substitute Leave benefit is available to all eligible IMD state employees including full-time, part-time and temporary; benefitted and non-benefitted.

Eligibility for Substitute Leave (I-Time Code: SUB)

Employees are eligible for paid time off to substitute **in-person** in Idaho Public Schools when they meet the following criteria:

- Must be employed as of 20 September 2021.
- Must meet all School District requirements and pass all screening processes to be hired as a substitute before being approved for SUB.
- Must provide **in-person** substitute support to an Idaho Public School (K-12).
- Must code some other paid time (hours worked or paid leave) during the pay period in which SUB is used.
- Must be in an approved substitute status paid by an Idaho Public School District. Volunteer work for an Idaho Public School/School District does not qualify for SUB.

Approval Required

Supervisors and managers have discretion to recommend approval or disapproval of requests for SUB, taking into consideration workload demands, employee performance and other legitimate business reasons. Keep in mind:

- IMD/IDNG missions must remain our first priority.
- IMD/IDNG customer service and external obligations must continue to be met.
- IMD will not hire temporary employees/contractors to cover the workload of employees approved/absent for SUB.
- IMD will not increase the compensation of current employees to cover the workload of employees approved/absent for SUB.

Final approval authority, as delegated by the Adjutant General, rests with the Assistant Adjutant General (AAG)-Army, AAG-Air, IOEM Director, and the Adjutant General's Executive Officer.

As with other requested leave, employees must follow established leave request procedures prior to an absence from scheduled duty.

Use and Compensation

Employees must have final agency approval before using SUB. Supervisors are encouraged to work with employees to allow them use SUB while also meeting the needs of the organization and agency. (See *Request for Paid Time Off to Substitute [SUB], below.*)

Maximum use. Use of SUB may not exceed 8 hours per scheduled workday, or 16 hours per pay period.

Up to 8 hours of SUB may be used to complete background check requirements and to attend orientation as required by the School District.

An employee paid by the School District to substitute for an entire school day, even if less than 8 hours, is eligible to code 8 hours of SUB.

An employee paid by the School District to substitute for half of a school day, even if it is less than 4 hours, is eligible to code 4 hours of SUB.

An employee cannot code more than 40 hours in a work week using SUB. (See *Use in Conjunction with Other Leave Types, below.*)

Credited State Service. Employees will accrue Credited State Service (CSS) hours for SUB.

Fees and costs. Employees are responsible for paying all fees associated with SUB (i.e., background checks) and will not be reimbursed for costs incurred.

Employees and supervisors are responsible for ensuring timesheets are submitted accurately.

Employees may be required to provide documentation to validate hours worked as a substitute (i.e., School District pay stub).

Supervisors concerned that an employee is fraudulently claiming SUB should consult with Human Resources. (See *Human Resources, below, for contact information.*)

Use in Conjunction with Other Leave Types

An employee may use paid leave (SUB) for working as a substitute, AND be compensated for paid leave from the School District.

Accrued Leave. Employees may use accrued vacation and compensatory time off in conjunction with SUB, if approved by the supervisor.

Holidays. An employee substituting on a recognized state holiday for which they would normally be eligible for holiday pay, will code HOL for the day.

Request for Paid Time Off to Substitute (SUB)

Employee. Discuss interest in Substitute Leave (SUB) with supervisor/manager, including work schedule flexibility and desired time off.

Contact the School District(s) and determine the requirements/process to apply to be a substitute.

Upon receiving School District(s) notification of approval to be a substitute, submit to the supervisor a completed/signed Request for Paid Time Off to Substitute (SUB) form with the School District(s) approval notification(s) attached.

Supervisor. Review completed Request for Paid Time Off to Substitute (SUB) form. Recommend approval or disapproval and sign the form before forwarding it to the next level, below.

Directorate / Manager. Review completed Request for Paid Time Off to Substitute (SUB) form. Recommend approval/disapproval and sign the form before forwarding it to the next level, below.

Human Resource Office (HRO). Review the Request for Paid Time Off to Substitute (SUB). Ensure the necessary documentation and required signatures are present before forwarding to the next level, below.

AAG-Army & Air / IOEM Director / TAG's Executive Officer. Review completed Request for Paid Time Off to Substitute (SUB) form. Sign the form and approve/disapprove the requested leave. Return completed form to HRO (State Personnel Branch) for notifications.

Notifications

HRO will notify the employee, supervisor and manager of final approval/disapproval of Request for Paid Time Off to Substitute (SUB).

If approved, HRO will inform the State Payroll Technician to activate the SUB timecode in I-Time.

HRO will provide TAG copies of disapproved Requests for Paid Time Off to Substitute (SUB).

HRO will provide copies of all Request for Paid Time Off to Substitute (SUB) forms, approved and disapproved, to Idaho Division of Human Resources (DHR) for tracking purposes.

Supervisors / Employees

Ensure appropriate timecoding of the employee's timesheet, including use of the appropriate timecode on the appropriate day(s), and for the appropriate hours in accordance with this guidance.

Ensure approved employees remain within the maximum number of hours authorized for their appointment type (i.e., Not to Exceed 1385 hours in 12-months; 19.5 hours weekly; or 4.9 months), and that benefit-eligibility status is not impacted.

IMD COVID-19 Hotline (1-888-252-3285)

The provisions of the [IMD State Employee Workplace Return Plan and Guidance](#) remain in effect. IMD personnel (State, Federal and Military) are required to call the IMD COVID-19 Hotline under any of the following circumstances:

- If you have been exposed to an individual that tested positive, or have tested positive for COVID-19.
- If you are feeling sick or unwell (anything out of the ordinary).
- If you have questions about COVID-19 quarantine procedures due to potential exposures.
- If you are hospitalized from COVID symptoms.

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- If you have experienced an adverse reaction to the COVID-19 vaccine that requires hospitalization.
- If you have other COVID-19 related concerns.

Employees will adhere to IMD COVID-19 Hotline direction. IMD State employees not in compliance with direction given by the IMD COVID-19 Hotline may be subject to corrective or disciplinary action.

Human Resources

Human Resources POCs are:

- Paula Edmiston, HR Manager, at (208) 801-4270 or pedmiston@imd.idaho.gov and
- Mary Ann McCool, HR Specialist, at (208) 801-4271 or mmccool@imd.idaho.gov.
- Gloria Duncan, Supervisory HR Specialist, at (208) 801-4273 or gduncan@imd.idaho.gov.

For additional information, please see Idaho Division of Human Resources (DHR) Statewide Executive Branch Policy, [Section 11: Idaho Public School Substitute Leave](#).