

Draft Procedures for Reimbursement to Independent Public School for Substitutes for Classroom Teachers on Paid Parental Leave
Last Updated September 22, 2023

This document applies to charter schools, Lab schools and Regional Schools only, collectively referred to as independent public schools (IPS).

The following only applies to those charter schools which opted in through EPIC to participate in the Paid parental leave policy, and lab schools and regional schools that notify School Business Services.

Available funding

In the 2023 legislative session, the General Assembly provided funding for substitutes who were employed to fill a classroom teachers duties, while he/she was on paid parental leave. This reimbursement is consistent with treatment with local education agencies. This funding is effective July 1, 2023.

What is eligible for reimbursement?

Although any employee of the IPS is eligible to take paid parental leave, the IPS will only be eligible to be reimbursed for a daily rate of a substitute. The charter school is responsible for paying the employee's salary while they are out on paid parental leave.

Which substitutes are eligible for reimbursement?

DPI will only reimburse for the established rate of a substitute for a classroom teacher who requires a substitute.

How much will I be reimbursed?

The charter school will be reimbursed at the certified daily rate of pay for a substitute established in law. This is 65% of the first step of the teacher certified salary schedule. This rate for 2023-24 is \$115 + 7.65% social security.

Are employees of an EMO or CMO eligible for a substitute reimbursement when on paid parental leave?

No, the law requires the individual who is on paid parental leave to be an employee of a public school. Therefore, DPI will not fund a substitute for an EMO or CMO employee or any other contractor.

If our charter contracts for substitutes, can we receive reimbursement?

Yes, the substitute is not required to be an employee.

If I have a custodian on paid parental leave, is there any funding for this position while they are out?

No, the General Assembly only appropriated funds for the cost of substitutes for classroom teachers.

If I have a classroom teacher on leave on a non instructional day (eg. during the summer) will we be eligible for reimbursement?

No, the reimbursement is for the days when a substitute is teaching students, therefore, if school was not in session, there is no reimbursement.

How do I get reimbursed for substitute cost?

School Business Services is developing a form that will be available to charter schools on or before December 1, 2023. This form will provide instructions.

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When will the charter school be reimbursed?

School Business will provide the first reimbursement in December – this will allow time after the deadline to opt in to participate, and the reimbursement forms to be submitted and reviewed. For 2023-24 the next two reimbursements will be February, June. Charters will be provided deadlines on the reimbursement form submission in a future correspondence.

Where will the funding be coded?

Charter schools will receive their reimbursement in PRC036 as a revision.