

HIGHLAND COUNCIL EDUCATION, CULTURE SPORT SERVICE - TEACHER SALARY CLAIM FORM - LONG TERM SUPPLY (OVER 5 DAYS)

NAME

PAYROLL REF NUMBER

ADDRESS

CLAIM MONTH

[1] Date of Cover	[2] *Class Contact		[3] School or Unit Name	[4] *Sector	[5] Supply Cover *Category	[6] Authorisation
	Hours	Mins				
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						
11)						
12)						
13)						
14)						
15)						
16)						
17)						
18)						
19)						
20)						
21)						
22)						
23)						
24)						
Total Hours						Date : <input type="text"/>

*Class Contact (column 2)
Full day = 4hours 30 minutes
(all staff all sectors)

*Sector (column 4)
S - Secondary
P - Primary
SP - Special School

SEU - Special Education Unit
ALST - Area Learning Support Team
OST - Out of School Tuition

*Category (column 5)
C - Class Contact Reduction
MT - Management Time
V - Covering vacant post
O - Long Term Sickness, Maternity Cover

HIGHLAND COUNCIL EDUCATION, CULTURE SPORT SERVICE - TEACHER SALARY CLAIM FORM - SHORT TERM SUPPLY (1 - 5 DAYS)

NAME

PAYROLL REF NUMBER : : : :

ADDRESS

CLAIM MONTH

Date of Cover	*Class Contact		School or Unit Name	*Sector	Supply Cover *Category	Authorisation
	Hours	Mins				
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						
11)						
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13)						
14)						
15)						
16)						
17)						
18)						
19)						
20)						
21)						
22)						
23)						
24)						
Total Hours						

Claimant's Signature :

Date :

*Max Class Contact (column 2) *Sector (column 4)

Full day = 4hours 30 minutes S - Secondary

(all staff all sectors) P - Primary

SP - Special School

SEU - Special Education Unit

ALST - Area Learning Support Team

OST - Out of School Tuition

*Category (column 5)

C - Class Contact Reduction

MT - Management Time

O - all other eg short term sickness, Training/Course Cover Etc.

V - Covering Vacant Post