



Glendale Teachers Association
 3233 N. Verdugo Road, Glendale, CA 91208
 (818) 240-3924 Fax: (818) 249-0555
 www.glendaleteachers.org



Compensation or Release Request Form

Date: _____

Teacher Name: _____

Principal Name: _____

School Site: _____

Article 9, Section 2 d. of the Collective Bargaining Agreement states the following:

“When the district finds it necessary during the school year to reassign an employee to a different grade level or different subject field or to a different classroom at the same school, the District shall, upon request, provide:

- (1) Either two (2) days of release time, or two (2) days compensation at substitute rate , or a combination thereof for two (2) days based upon employee’s preference; and
- (2) Necessary assistance for moving instructional materials.

Pursuant to the article above (check one only):

_____ I am requesting two (2) days of release time.

_____ I am requesting two (2) days of substitute pay.

_____ I am requesting one (1) day of substitute pay and one (1) day of release time.

_____ I am requesting _____

(please make a copy of this form for your records before you turn it in to your principal)