



TEACHER IN CHARGE

School Name: _____

Principal: _____

**Payroll use only.*

| Teacher-in-charge | TIC Date | # of Days | *Rate per Day | *Amount Paid |
|--------------------------|-----------------|------------------|----------------------|---------------------|
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| Reason for TIC: | | | | |
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As per Administrative Reference Circular General C 7.0 1998-11-16:

If, and only if, all administrative officers are away for the full school day, will a TIC be appointed. A TIC may not be appointed if the principal is away for a part of a day, or in situations where there is a vice-principal, if only one of the administrators is away.

Note: Nothing prevents a school from using its own funds to hire a TIC in excess of the above.

Principal's Signature: _____

Date sent to Scheduling: _____

GL Acct if applicable: _____

Third Party Billing to: _____

Human Resources

Received: _____

Approved: _____

GL Acct if Applicable: _____