



Lansing School District LEA Overload Work Assignment Record

Please use this form when an Assistant(s) has to assume additional work responsibilities as the result of the District being unable to obtain a substitute for an absent Assistant or an Assistant absorbs the duties and/or substitutes for an individual from another bargaining unit or work classification in addition to his/her normal duties.

To: Human Resources

From: Principal/Administrator _____

Date: _____ School: _____

I have assigned: _____ Employee ID #: _____

Job Title: _____

To substitute for: _____ Employee ID #: _____

Job Title: _____ Check One: Absent Pulled for other duty

For the following number of hours on the dates listed below:

Date	Hours per day worked in Overload due to sub unavailability	Number of staff splitting Overload

[Email to Principal](#)

[Email to Human Resources](#)

Principal/Administrator's Signature