



## SUBSTITUTE STIPENDS

### SCHOLARSHIPS Paid Time Off Log

Substitute stipends to employers of DECAL Scholars SCHOLARSHIPS recipients are available so SCHOLARSHIPS recipients can have *paid* time off (PTO) to attend class, study, or complete assignments.

Employers of SCHOLARSHIPS recipients must give the SCHOLARSHIPS recipient *paid* time off (PTO) to attend class, study, or prepare for class. The employer will receive a stipend of \$15/hour to cover the cost of substitute teachers while the SCHOLARSHIPS recipient is away from the classroom. Each employer can receive a maximum of \$1,500 in substitute stipends per semester for each SCHOLARSHIPS recipient in exchange for the SCHOLARSHIPS recipient to receive up to 100 hours of PTO.

SCHOLARSHIPS PTO Logs must be completed and signed by the employer and the SCHOLARSHIPS recipient to be considered for reimbursement. All SCHOLARSHIPS PTO Logs must be submitted to support@decalscholars.com by the end of the last month of class to be considered for reimbursement.

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
SCHOLARSHIPS Recipient Name

\_\_\_\_\_  
Semester and Year

\_\_\_\_\_  
SCHOLARSHIPS Recipient Last 4 of SSN

DATE	START TIME	END TIME	TOTAL TIME	DIRECTOR INITIALS

We verify that the above information is true to the best of our knowledge. We confirm that the SCHOLARSHIPS recipient received *paid* time off to attend class, study, or complete assignments. We understand that any false or incomplete information knowingly provided on this form or in supporting documents may be grounds to be denied participation in this program and may prevent future participation in any DECAL Scholars programs. We understand that intentionally providing false information on this form or in supporting documents is a violation of state law and may result in civil or criminal proceedings. We authorize any agent or employee of Georgia Department of Early Care and Learning to verify this information and release it to any necessary party for consideration in this program. The employer understands that, if approved and awarded funds, they are required by the IRS to report the income on their tax return. They will submit a W-9 to DECAL Scholars before tax season will receive a 1099 form in return.

\_\_\_\_\_  
SCHOLARSHIPS Recipient Name

\_\_\_\_\_  
SCHOLARSHIPS Recipient Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date Signed