

EFFECTIVE AUGUST 22, 2016

**SUBSTITUTE PROCEDURE
ELEMENTARY SCHOOLS**

PRE-PLANNED APPOINTMENTS/EVENTS:

1. The employee submits a leave request form to the building/department administrator for approval. After approval, the employee calls or emails the sub caller per the posted guidelines.
2. The sub caller schedules a substitute.
3. The sub caller notifies the employee by email the name of the sub.

URGENT/EMERGENCY REQUESTS:

1. The employee calls the sub caller per the posted guidelines.
2. The sub caller schedules a substitute.
3. Time permitting, the sub caller notifies the employee the name of the sub.