

**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.