

PROCEDURE FOR REPORTING TEACHER ABSENCES

Teachers shall report absence to the Principal the evening preceding the absence, or an hour and a half before school begins, except in an emergency. Teachers are not to call substitute teachers.

- In case the teacher is unable to contact the Principal, the teacher shall call the school to which assigned as early as possible so arrangements can be made for a substitute teacher
- If a teacher's absence is undetermined from day to day, the teacher shall advise the Principal at least fifteen minutes before the end of the session whether he or she plans to return for the next session
- Teaching Plans shall always be available for the use of the substitute teacher
- Regular teachers shall be tactful and professional in their evaluations of the work of the substitute teacher
- No deduction shall be made from a teacher's salary for absence while school is not in session.
- All other absences, unless an authorized leave granted by the Board of Education, shall cause deduction of pay

Except as otherwise provided, an employee remaining off the job for any reason must notify their immediate supervisor of the absence which will keep them off the job, as soon as the employee ascertains such absence will be necessary, but in no event later than the beginning of the work period for which the absence will occur. Failure to notify a supervisor of a pending absence may result in the employee being deducted one day's pay for each day's absence.

Board Approved: 02/09/1981
 09/27/2021 [replaced POPPS 8249]