

Procedure for Implementation of Policy on Staff Leaves of Absence

Routine Sick Leave

When an employee is going to be absent from his/her duties, he/she is responsible for making the appropriate contact in a timely manner. School staff will contact the Administrative Director or designee, and residential staff will contact the Residential Supervisor or designee.

When possible a leave slip should be completed prior to the absence.

Specific responsibility for teacher absence:

- Lesson Plans - clearly marked and placed on the desk, emergency folders, I.E.P.s;
- Daily schedule on teacher desk;
- Special duties the substitute may have to perform.

5007k-R

Revised 4-23-03
Revised 2-24-10
Revised 12-12-12