

HELPFUL HINTS RE: ABSENCE PROCEDURES AND OBTAINING A SUBSTITUTE

HOW TO OBTAIN A SUBSTITUTE:

- If you need a substitute, please call 679-2555 (from outside) or Extension 8801 2555 (from the school site) to order one. You may also order Substitutes online through the PUSD Intranet: <http://www.subfinder.powayusd.com/login/login.asp>
- If you are going to request a particular substitute by telephone, you must have the sub's Personal Identification Number (PIN) which can be obtained from Karen Rockafellor or Carolyn Buckner. If you are doing the on-line process, you can "request" your substitute by name.

Requesting a Substitute:

Requesting a substitute does not mean that you will automatically have that substitute. When you choose the "request" option in the SubFinder, that means that the SubFinder System will **try** to obtain that substitute first (I believe the SubFinder makes three attempts to contact the *requested* substitute). Please keep in mind that the substitute has the option of ***not accepting*** that particular job. If the SubFinder cannot fill the job with your "request," it will then start calling from the ***general*** list of substitutes to fill your job.

After you have placed your order in the SubFinder, you will be given a job # and the system will say "You have successfully reported an absence." By this, the SubFinder is merely acknowledging that you have done everything correctly to ***REPORT*** your absence. It does **NOT** mean that you will automatically get the substitute you requested or any other substitute.

You must give 24 hours notice of your pending absence in order to request a particular sub. If less than 24 hours notice is given, the SubFinder will call from our priority list first—then it will call a "warm body."

It is the teacher's responsibility to order their own substitute unless they follow the process for *Pre-Arranging a Substitute* (see explanation below).

Pre-Arranging a Substitute (See sample form attached)

It is possible to make an arrangement with a particular sub to cover your classroom. To do this you must get the sub's telephone number from Karen Rockafellor or Carolyn Buckner and make personal contact with them regarding the job. If they agree to accept your assignment, just let Karen or Carolyn know and she will ***assign*** the job to the substitute in the SubFinder. **THE SUBFINDER WILL NOT CALL THE SUB.** You need to tell the sub that it is now a "DONE DEAL," and they should just plan on showing up.

GENERAL INFORMATION:

Subs are called until 6:30 a.m. on any given day.

If :

- you are unable to make it to school **AFTER 6:30 a.m. on any day, or**
- you find that the SubFinder says it is **“too late to report your absence”**

You will need to call 748-0010, X 2450, and report your absence directly to the Substitute Clerk either personally or by leaving a message on her voice mail.

- Always write down the job number given after ordering the sub in case the assignment needs to be changed or cancelled. Once a job has been filled, only the school secretary can cancel it.

SUBFINDER LEAVE CODES:

1. Conference —Anything you attend outside the District where a B-9 is required - see Jane Sahagian if you have questions. ***“Request for Release” form must be completed and approved in advance—See page 3)***
Inservice—Any workshop or inservice you attend within PUSD.
2. Personal Illness —This is for illness, doctor appointments, etc.)

NOTE: If you are out for illness and you would like to retain your sub for the next day, you **must** call the Carolyn or Karen **before** the end of the school day so that we may check your substitute’s availability for the next day. If you don’t call before the end of the school day, the sub may have already checked out, they may have picked up another job for the next day, or they may have other plans in general.

3. Administrative Release—To be used for team planning, district meetings, etc. (***“Request for Release” form must be completed and approved in advance—See page 3)***)
4. Bereavement—3 days in state/5 days out-of-state or in excess of 300 miles one way.
5. Jury Duty—Completed time card from court is required by Payroll—if you are not needed for jury duty the entire day, the time card must be time stamped or pay may be docked. (***“Request for Release” form must be completed and approved in advance—See page 3)***)
6. Personal Necessity :
 - Death of a member of the immediate family (mother, father, grandmother, grandfather, grandchild of employee or spouse, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any person living in the immediate household of the employee).
 - Accident involving employee’s person or property or the person or property of a member of the employee’s immediate family.
 - Appearance in Court as a defendant, as a witness under an official order, or to appear with employee’s minor child or ward on any court summons.

- Illness or surgery involving a member of immediate family.
- Observance of religious holidays.
- Participation in the school activities of a child for whom the employee is the parent or guardian, as described in The Family School Partnership, California Labor Code 230.8. (*“Request for Release” form must be completed and approved in advance—See page 3*)

NOTE: According to your contract, personal appointments are not covered.

7. Workman’s Comp.
8. Compelling Reasons Leave—This leave is for a maximum of three days; two days at regular salary and one day at regular salary less the cost of a substitute, even if a substitute is not hired. This leave is still **for matters of compelling personal importance**. In addition to the reasons previously allowed for Compelling Reasons Leave, the effect of these changes is to provide that legitimate reasons would include “other matters deemed by the unit member to be of compelling personal importance.” Repeated use of this leave for the purpose of extending holidays or vacations is not permitted.

REQUEST FOR RELEASE FORM—A request for Release form must be completed for all absences other than bereavement, workers’ comp, or sick leave. These are located in the Teacher’s Workroom on the counter and on Karen’s desk.