

#103227

ARRANGEMENTS FOR TEACHER SUBSTITUTES

Employees covered under the MTS Agreement

When a teacher/administrator is absent, in addition to notifying one's principal as required, a teacher/administrator shall arrange for a substitute, if required, by using Atrieve or by contacting the Substitute Clerk.

When the teacher/administrator is going to be away from work for an extended period of time for hospitalization or other leave the principal shall inform the Assistant Superintendent of the dates the teacher/administrator will be absent. This request should be made well in advance of the leave so that arrangements can be made for an appropriate replacement.

Whenever a teacher/administrator is absent, the teacher/administrator must notify the principal.

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