

## Updated Policy for Review

For all certificated staff members (including but not limited to teachers, coaches, SPED, etc.), more than three (3) working days advance notice is required if requesting an absence that is not equal to four (4) or eight (8) hours in length, and coverage arrangement must be noted on the absence request in the school's absence management system. *This requirement applies to all certificated staff absences during contracted days and times regardless of the presence of students.*

- More than three working days' notice is defined as the day of absence plus an additional two (2) working days. For example, if a teacher is requesting a 2 hour absence on Wednesday, they must enter the absence on Friday of the week prior, and include a coverage note in the "Notes" field of their absence request stating which certificated staff member, acceptable within the criteria noted below, is covering their absence.
- The coverage arrangement must note which certificated staff member is covering the absence. Instructional Assistants (paraeducators) and Building Subs are not considered acceptable coverage even if they hold a certificate, and substitute teachers cannot be requested if an absence does not equal four (4) or eight (8) hours in length.

Absences will be adjusted to four (4) or eight (8) hours by an administrator if the absence does not follow the above criteria. Using the above example, if the absence was entered on Monday, that absence would be automatically corrected by an administrator to a four (4) hour absence to aid in finding a substitute teacher.