

**NORTHSHORE SCHOOL DISTRICT**  
**Human Resources Department Procedure**

**Substituting During a Leave of Absence**

A certificated staff member is eligible to substitute while on a leave of absence if the following conditions are met:

1. The employee is not on a medical leave of absence
2. The employee is not on a leave-with-pay

If a certificated staff member meets the criteria to substitute while on leave, the following parameters will apply:

1. Certificated staff who substitute while on leave will receive the substitute rate of pay
2. A teacher will be allowed to substitute anywhere in the District, including in their own building, but will not be allowed to substitute in their own classroom
3. Certificated staff on leave may substitute on a daily on call basis and/or be scheduled for a pre-arranged absence
4. Substituting will not alter the original terms and conditions of the leave of absence. For example, substituting will not extend the leave.

Before certificated staff may substitute, they must contact Substitute Services at [suboffice@nsd.org](mailto:suboffice@nsd.org) to have their substitute profile set up and to verify they meet the necessary requirements to sub.