Director Procedure Number: DP109
Title: Substitutes – Procurement of Substitutes
Section: Personnel – All Employees-General

Substitutes - Procurement of Substitutes

The attached will be provided to employees with respect to reporting absences whether known in advance or on the day of the illness.

Adopted: 3/13/13

Attachment

Requesting/Reporting Staff Absences

The following documents the process all staff is to use in requesting for reporting personnel absence.

Staff Absences known in Advance

1. Request leave from immediate supervisor via e-mail containing your name, the dates requested, the leave type (i.e. sick time, vacation, professional, jury duty, etc.)
    a. Should leave request be for professional leave, the email is to contain the name of the conference/workshop and the physical location of such

2. Supervisor will reply to email with "Approved" or "Denied" or "Request additional information"
    a. Supervisor's response will be copied to Business Office Secretary and Human Resources Coordinator
    b. If leave requires a class substitute, one will be obtained through the appropriate office

3. Business Office Secretary will post on Attendance Calendar maintained in Outlook.

4. Should the requesting staff member not use the planned absence day they will on that day, communicate via e-mail to immediate supervisor "canceled."
    a. Supervisor's response will be forwarded to Business Office Secretary and Human Resources Coordinator

5. Business Office Secretary will enter absence information into FinancePLUS-Human Resources.

Reporting Staff Absences the Day of Illness

1. Report leave via telephone call to 215-784-4807. Message is to contain your name, date of absence, length of absence, reason for absence (i.e. sick time, personal, jury duty, etc.). Teachers must call by 6:30 am; all other staff must call prior to their scheduled start time. After 6:30 am, teachers must call CTE Supervisor directly. If a message is left in voicemail, a flashing light will display on the phones of CTE Supervisor's Staff. Voicemail will be available until 8:00 am.

2. If leave requires a class substitute, one will be obtained through the appropriate office.

3. Student Learning Center Secretary will e-mail the immediate supervisor of the absence with all pertinent details and a copy will be sent to the Business Office Secretary and the Human Resources Coordinator, Executive Director, Assistant Director and Supervisor.

4. Business Office Secretary will post on the Attendance Calendar maintained in Outlook.

5. Business Office Secretary will enter absence information into FinancePLUS-Human Resources.

*Back-up for Business Office Secretary is Human Resources Coordinator
**Back-up for SLC Secretary will be Attendance Secretary