

## **3.001 Teachers Leave Procedures**

### **Advanced Leave Request**

Leave for scheduled appointments should be requested at least three working days in advance. All teachers should inform their immediate supervisors to be out by submitting leave forms. A leave form is needed for a teacher request a sub-teacher.

Information about specific types of leave (i.e maternity/paternity, jury duty, funeral, disability, etc) can be found on the Gallaudet website at:

[http://gallaudet.edu/af/ao\\_s400.xml](http://gallaudet.edu/af/ao_s400.xml)

### **Calling in Sick**

A teacher is expected to notify the following individuals by 6:30am if he/she is unable to report for duty that day because of the need to take sick leave:

1. Immediate supervisor
2. In addition at KDES: Ruth Innes ([rcinnes@sprint.blackberry.net](mailto:rcinnes@sprint.blackberry.net))

A teacher wishing to take leave should submit lesson plans to her/his immediate supervisor or assistant principal electronically or in person by 7:45 am.

## **MSSD**

### **Late Arrival**

If a teacher will arrive late, he/she should:

- Inform supervisor or assistant principal
- Upon arrival, the teacher will sign the "Late Arrival" Book at the front desk
- Inform the supervisor or assistant principal in person of his or her arrival

If a teacher arrives late three or more times, he/she will be assigned "Breakfast Duty" at 8:00am the next morning

### **Early Departure**

If a teacher needs to leave early, he/she should obtain approval from supervisor or assistant principal

If a teacher leaves early (before 3:45 p.m.), he/she should:

- Fill out a Leave form and submit it to supervisor or assistant principal
- Sign the "Early Departure" Book at the front desk
- Inform her/his immediate supervisor or assistant principal of his or her departure

## **KDES**

### **Late Arrival**

If a teacher will arrive late (after 8:20), he/she should:

- Inform supervisor or assistant principal and Ruth Innes
- Upon arrival, the teacher will sign the “Late Arrival” Book at the front desk
- Inform the supervisor or assistant principal in person of his or her arrival

### **Early Departure**

If a teacher needs to leave early, he/she should obtain approval from supervisor or assistant principal and inform Ruth Innes.

If a teacher does leave early (before 3:45 p.m.), he/she will:

- Fill out a Leave form and submit it to supervisor or assistant principal
- Sign the “Early Departure” Book at the front desk
- Inform supervisor or assistant principal and Ruth Innes upon his or her departure

### **Substitute Teacher Procedures**

- All teachers are required to have three days of Emergency Sub Plans located in the red sub plan folder. These sub plans should fit in with the current unit of study. If an emergency plan is used, a replacement plan should be added.
- Emergency Sub Plans are to be used in the event that a teacher is unexpectedly unable to work and cannot send in (physically or electronically) sub plans for that day.
- The Emergency Sub Plan Folder must include the following:
  - Updated copy of class attendance lists
  - Three days of sub plans
  - Emergency contact list
  - Fire Drill and Evacuation Map and procedures
  - Classroom rules and expectations
  - General information about the classroom/courses
- Teachers that know in advance that they will be out must plan accordingly. All sub lesson plans, attendance lists, handout copies, and needed materials must be made prior to departing school the day before the scheduled absence. Emergency sub plans are NOT to be used for this situation.

- For the purpose of informing appropriate personnel regarding your leave including your supervisor, please adhere to Clerc Center Leave Policy.