

Reedsport School District Absence Protocol

(ALL ABSENCES OTHER THAN AN EMERGENCY)

Going to be gone? Sick Leave? Personal Leave? AS SOON AS YOU KNOW –

1. Please enter in AESOP-Frontline (hereafter referred to as “Frontline”) **AS SOON AS YOU KNOW** you will be gone and **request a sub**, don’t wait. Frontline will send the Office Manager an email and will communicate with you as to whether you have called any subs yet. This is only for absences that are in the future **NOT for the next day**. Make sure you have received correspondence from the Office Manager to confirm they received notice.
2. Please read your contract for more details regarding absences. Any plan to “flex” hours require Building Principal approval **AND** a sub is not needed.
 - ★ **TEACHERS ONLY:** Your absence options are 2-hour (no sub needed-flex hours), 4 hours or full day
 - ★ **IMPORTANT: ONLY use CUSTOM to enter your time into Frontline**
 - ★ **CLASSIFIED ONLY:** Your absences can be taken in hourly increments.
3. Please make every attempt to find your own sub. (We totally understand if you are sick in the middle of the night, this is for pre-arranged absences.) If you are unable to find a sub, please inform Office Manager of everyone you contacted that will not fill the opening. If you have no preference on who subs for you, you will put the absence in Frontline and toggle “**sub required**” and the system will attempt to fill your position.
 - ★ **NOTE: personal phone calls will generate more “yes, I can sub” and also guarantees who you have sub in your position. Consistency helps the building & your classroom run well in your absence.**
4. Please enter your absence into Frontline as soon as you know you are going to be absent, do NOT wait. Subs are at a shortage. Every employee is responsible for putting in their absence. Please see the Office Manager if you need information on how to enter an absence.

After 5:30 PM

You feel sick and don’t think you can make it the next day? **MAKE THIS DECISION BY 7:00 PM.**

Text the Office Manager and Building Principal (joint text) letting them know you are sick and not going to make it to work the next day. Immediately put it into Frontline and send your sub notes to the Office Manager and Building Principal.

Example: If you are feeling sick at 2:45 PM, then let the Office Manager know immediately that you can’t make it the next day. She will start getting a sub for you (you are teaching at this time).

Example: After 5:30 PM PLEASE make whatever decision you need to make by 7:00 PM, and then follow above instructions.

We understand that true **EMERGENCIES** happen (you wake up at 2 a.m. feeling sick, have a migraine, or in another urgent situation. In those cases, please follow the **EMERGENCY** procedures. For urgent situations such as this, please contact the Office Manager right away, at any time, and they will handle entering your absence for you.