

SICK LEAVE PROCEDURES

ALL staff who are absent due to illness or other emergency are to complete the following procedures:

1. Dial **367-0703**.

If you get a busy signal when you call, please try again after one minute.

DO NOT dial 367-4384 or any other BOE office number, these do not activate the sick line recorder.

2. **Call BEFORE 6:30 A.M.**

3. Please call on your own behalf. Do not have someone else call for you.
4. When calling, wait for recorded message, then provide the following information:
 - a. Your Name
 - b. Your School Building
 - c. Your Position – if paraeducator calling in sick, leave the teacher's name/classroom that you work with/in
 - d. Reason for absence
 - e. Please advise if you need a substitute
5. Call or email your supervisor or teacher that you are assigned to work with and inform them of your absence.

If you know ahead of time that you will be absent, you are to inform your Building Administrator/Office and email Sharon Martin, Substitute Coordinator at sharon.martin@usd409.net

Electronic equipment may break down. If you have reason to believe the sick line recorder did not work, call 360-6517 after 6:30 a.m. but before 7:00 a.m.

Classified employees are asked to submit a leave request in time and attendance at your earliest convenience.

Please take a copy of this memorandum with you. We encourage you to put this close to your home phone line and/or create a contact within your cell phone contacts.