

Procedure for LNS Employees When Absent from Work

PURPOSE:

This procedure provides clear guidelines for employees when requesting time off or notifying the school of an absence. Employees are strongly encouraged to submit requests for time off as far in advance as possible to ensure appropriate coverage.

Certificated Staff – Call-In Procedures (For Teachers)

Requesting Time Off – Advanced Notice

- Employees wishing to request time off must complete a Leave Request form – in advance.
- All request forms must be submitted to the employee's immediate supervisor for approval.
- Submission of the request does not guarantee approval.
- Supervisors will notify employees in writing once the leave request has been reviewed and approved.
- Once approved, a substitute may be arranged through the school's substitute coordinator.

Calling in Sick or for Unexpected Absences

- In the case of an unexpected absence, employees must notify their immediate supervisor at least one hour before the scheduled shift start time.
 - Supervisors will communicate the method of notification (Text, phone, email)
- When notifying the supervisor, include the following details:
 - Expected duration of the absence (e.g., two hours, full day, half-day).
 - Reason for the absence.
 - Notify the Substitute Coordinator by text and email.
 - Phone: [360.685.3219](tel:360.685.3219)
 - Email: Steph.Baker@Lummi-k12.org
 - You will be contacted once a substitute has been confirmed

Preparing for a Substitute

- Certificated staff are responsible for ensuring that their classroom or work area is adequately prepared for a substitute. This includes preparing a Substitute Folder with the following essential materials:
 - Complete lesson plans for the day.
 - Updated class list with student names and relevant information.
 - Seating arrangement for students. (If applicable)
 - Regular daily schedule for the class or workday.
 - Important phone numbers and staff extension list.
 - Student health alerts (if applicable).
 - Staff handbook.
 - Red Emergency Sub Binder containing emergency procedures and an emergency sub plan.
 - Classroom behavior management guidelines, including consequences and rewards.
 - Special education – provide schedules for push-in and pull-out services.

PURPOSE:

This procedure provides clear guidelines for employees to follow when requesting time off or notifying the school of an absence. Employees are strongly encouraged to submit requests for time off as far in advance as possible to ensure appropriate coverage

**Classified Staff – Call-In Procedures
(For Paraeducators)**

Requesting Time Off – Advanced Notice

- Employees wishing to request time off must complete a Leave Request form – in advance.
- All request forms must be submitted to the employee's immediate supervisor for approval.
- Submission of the request does not guarantee approval.
- Supervisors will notify employees in writing once the leave request has been reviewed and approved.
- For any planned absence (e.g., scheduled floating holiday or medical leave), the paraeducator is responsible for arranging alternate coverage for all non-instructional duties they typically perform. This coverage must be coordinated in advance and communicated to their immediate supervisor. The specific duties requiring coverage include:
 - Lunch and recess supervision
 - Brain break support
 - Bus duty
- The paraeducator should collaborate with a colleague, another paraeducator, or the classroom teacher to ensure these duties are adequately covered during their absence.

Calling in Sick or for Unexpected Absences

- In the case of an unexpected absence (e.g., sudden illness or family emergency), paras must notify their immediate supervisor and the assigned grade band at least one hour before the scheduled shift start time.
 - Supervisors will communicate the method of notification (Text, phone, email)
- When notifying the immediate supervisor, include the following details:
 - Expected duration of the absence (e.g., two hours, full day, half-day).
 - Reason for the absence.
 - Arrange coverage
- Notify the Substitute Coordinator by email.
 - Email: Steph.Baker@Lummi-k12.org

PURPOSE:

This procedure provides clear guidelines for employees to follow when requesting time off or notifying the school of an absence. Employees are strongly encouraged to submit requests for time off as far in advance as possible to ensure appropriate coverage

Classified Staff – Call-In Procedures

Requesting Time Off – Advanced Notice

- Employees wishing to request time off must complete a Leave Request form – in advance.
- All request forms must be submitted to the employee's immediate supervisor for approval. Please note that submission of the request does not guarantee approval.
- Supervisors will notify employees in writing once the leave request has been reviewed and approved.

Calling in Sick or for Unexpected Absences

- In the case of an unexpected absence (e.g., sudden illness or family emergency), classified employees must notify their immediate supervisor at least one hour before the scheduled shift start time.
 - Supervisors will communicate the method of notification (Text, phone, email)
- When notifying the immediate supervisor, include the following details:
 - Expected duration of the absence (e.g., two hours, full day, half-day).
 - Reason for the absence.
 - Arrange coverage – for any assigned job-related tasks
- Notify the Substitute Coordinator by email.
 - Email: Steph.Baker@Lummi-k12.org