



5.20.071-AD Teacher Absences

- (1) **Notification**. Teachers who find it necessary to be absent shall notify the Office of Personnel Services as soon as possible, as well as the office of the school principal.
- (2) **Return**. An absent teacher shall give the school principal and the substitute teacher notice of his/her intention to resume schoolwork.
- (3) **Return Without Notice**. If the absent teacher reports for duty without giving such notice, the substitute teacher shall receive pay for one-half day, and such time shall be charged to the teacher in accordance with the rules pertaining to salary deductions for absences.
- (4) **Substitute — Notification By**. When the substitute becomes aware of his/her forthcoming release, he/she shall immediately inform the Office of Personnel Services.

Policy Implemented:

History: Iss. 6/71; Amd. 10/72