**AUTOMATED SUBSTITUTE CALLER SYSTERM**

When it is necessary to be absent, it is the employee’s responsibility to notify the immediate supervisor and the sub-caller at the earliest opportunity to indicate the probable duration of the absence. All employees will call in their sick days through the automated substitute caller system at 433-0135. Kelly’s work hours will be from 6:00 AM until 5:00 PM Monday through Friday to help you should you encounter any problems. Her office is equipped with a designated phone line and voice mail. After 5:00 PM until 6:00 AM Monday through Friday, holidays and during weekends, should you encounter any problems be sure to call 433-0141 and leave a message on her voice mail. Kelly will enter all appropriate leave information into the sub caller system as the calls come in during her work hours and at 6:00 AM for calls received after hours.

**ALL LEAVE OTHER THAN SICK LEAVE**

Professional, School Business, Jury Duty, Vacation, Personal, Athletic, etc. must be requested on the appropriate leave request and submitted to the building supervisor at least five (5) days prior to the date of the requested leave. Please enter your leave request as soon as it is approved. Entering this information in a timely manner is imperative in order for the substitute calling system to function properly.

Please remember to use only the substitutes from the current substitute list. Employee’s also can not pick their own subs. If you have a preferred substitute please advise your building secretary.