

When you are absent – Procedures

Note: "Hubbs Administrators" = Renada Rutmanis, Karen Gerdin and Cathy Grady. In SPPS mail, there is an email group called "*Hubbs Administrators*."

For planned absences:

1. If it is a personal day, send an email to rita.lyng@spps.org, and copy Renada. Let Rita know the day(s), date(s) and substitute name once you have this. It is no longer necessary to complete the yellow forms.
2. Try to arrange for your own sub by emailing *Hubbs - Substitutes AND Hubbs Instructional Staff – ALL*. If you are contracted staff, and can't find a specific sub, put the job in AESOP/Frontline to be assigned.
3. If you cannot find a sub, or if AESOP/Frontline doesn't assign one, contact admin ASAP
4. For other planned absences: Email "*Hubbs Administrators*," your LTF and Rita Lyng about your absence.

For unplanned absences:

1. Try to find a sub the night before (for daytime classes) or early in the day (for evening classes) if you feel like you are coming down with something instead of waiting until right before class.
 - a. Email *Hubbs - Substitutes AND Hubbs Instructional Staff - ALL*, or if you are contracted staff, try to get an AESOP/Frontline sub.
 - b. Email "*Hubbs Administrators*" your LTF and Rita Lyng about your absence ASAP.
2. If it is less than 3 hours before your class starts:
 - a. Email *Hubbs - Substitutes AND Hubbs Instructional Staff - ALL*, and if you are contracted staff, enter it in AESOP/Frontline.
 - b. Email "*Hubbs –Administrators*", your LTF and Rita Lyng about your absence ASAP, AND
 - c. call or text Renada's cell phone 612-386-8863

NOTE: All teachers need to have emergency sub plans available.

NOTE: For illness/sick days – if you are out over three days you need a note from the doctor, and a note to return to work, as per employee contracts.

Sub Planning

- It is crucial to have an emergency sub plan on file.
- Hourly staff can include one of hour of sub planning time on their time sheets for one absence.
- In the case of an extended absence (over one week), the substitute teacher will then become responsible for all lesson planning (if possible, with the teacher's guidance) and will be able to claim that prep time on his/her timesheet.