

Absence Procedures*

Teachers

When you are going to be absent for any reason (sick, personal, in-service, conference/seminar or other approved leave), the following procedures must be followed:

A. IN ADDITION TO THE PROCEDURES REQUIRED BY THE SCHOOL IN WHICH YOU ARE ASSIGNED,

Two calls are required:

1. NDSEC Administrative Office - 894-0490 – Voice Mailbox #1370
2. Your Direct Supervisor (Building Principal/Program Administrator)

(Please make every effort to call the night before.)

If you know in advance that you will need a substitute, you must notify NDSEC ASAP.

B. Information to give in your absence report:

- Name
- Position
- Work Location/Program
- Date(s), Time/Duration of absence
- Work Hours (Be specific –with arrival and dismissal times)
- Reason, i.e., sick/personal/professional conference**
- Location of substitute teacher plans

**Specific information related to the cause of your absence should not be shared when calling in an absence.

C. Absence Forms

1. Staff must submit the absence form to their Supervising Program Administrator for approval immediately upon their return to work.

(Absences may not be approved by Non-Administrative Personnel)

2. Approved absence form must be immediately submitted to the administrative office for processing.

Paraprofessionals

When you are going to be absent for any reason (sick, personal, in-service, conference/seminar or other approved leave), the following procedures must be followed:

A. IN ADDITION TO THE PROCEDURES REQUIRED BY THE SCHOOL IN WHICH YOU ARE ASSIGNED,

Two calls are required:

1. NDSEC Administrative Office - 894-0490 – Voice Mailbox #1370
2. Your Direct Classroom Supervisor (Classroom Teacher)

(Teachers will notify Program Administrator if Substitute Staff does not arrive by the beginning of the school day.)

(Please make every effort to call the night before.)

If you know in advance that you will need a substitute, you must notify NDSEC ASAP.

* **Staff Absences That Are Not Reported According To This Procedure Will Result In a “Deduction from Pay”**

B. Information to give in your absence report:

- Name
- Position
- Work Location/Program
- Date(s), Time/Duration of absence
- Work Hours (Be specific –with arrival and dismissal times)
- Reason, i.e., sick/personal/professional conference**

**Specific information related to the cause of your absence should not be shared when calling in an absence.

C. Absence Forms

1. Staff must submit the absence form to their Supervising Program Administrator for approval immediately upon their return to work.

(Absences may not be approved by Non-Administrative Personnel.)

2. Approved absence form must be immediately submitted to the administrative office for processing.

Related Services and Administrative Support Personnel

When you are going to be absent for any reason (sick, personal, in-service, conference/seminar, other approved leave, or vacation for 12-month administrative support staff), the following procedures must be followed:

A. Two calls are required:

1. NDSEC Administrative Office - 894-0490 – Voice Mailbox #1370
2. Related Services Staff: Contact your immediate program administrator and all the buildings/NDSEC classrooms where you are scheduled to report on the date(s) of your absence. 12-month administrative support staff: Contact your immediate supervisor.

B. Information to give in your absence report:

- Name
- Position
- Work Location/Program
- Date(s), Time/Duration of absence
- Reason, i.e., sick/personal/professional conference**

**Specific information related to the cause of your absence should not be shared when call in an absence.

C. Absence Forms

1. Related Services Staff: Submit the absence form to the Related Services Program Administrator for approval immediately upon their return to work. 12-month administrative support staff: Submit to supervisor immediately upon return to work.

2. Approved absence form must be immediately submitted to the administrative office for processing.

* **Staff Absences That Are Not Reported According To This Procedure Will Result In a “Deduction from Pay”**