

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **GCEA-AR**  
Adopted: 11/88  
Revised/Readopted: 3/12/01, 8/13/07  
Orig. Code(s): AR 3220-A

**Procedures for Teachers to Request Substitutes**

Teachers who are ill will contact the automated substitute calling program (Aesop) to report their absence. Calls should be placed early enough to allow time to notify a properly licensed substitute. If the teacher is unable to report the absence he/she may call the Help Desk at the district office after 6:30 a.m. or contact a supervisor directly.

For all leaves other than sick leave, the teacher will contact the building administrator prior to the day of leave to make the necessary arrangements for approval (see collective bargaining agreement). After approval the teacher will call Aesop to arrange for a substitute.

If sick leave is required for longer than was indicated to the building administrator on the first call, teachers are to contact the building secretary before 2:00 p.m. to make arrangements for the substitute to continue the next day. The teacher then calls Aesop to report the absence.

Teachers must ordinarily take official sick and personal leave in multiples of half or whole days. Any leave less than 1/2 day will be by special arrangement with the building administrator.

When determining substitute time and wages, the district will use the number of hours worked, regardless of the time of day, for determining half and whole days. Substitutes who work four hours or less will be paid for a half-day. Substitutes who work more than four hours will be paid for a full day.

Half-day teachers, including those who are job sharing, who miss work for sickness or for personal reasons must follow the same leave procedures as other teachers. To allow job-sharing teachers to cover for each other so that no sick leave is used would be unfairly discriminating against those teachers who do not have this option.