

## **401.4 Employee Absences Requiring Substitutes**

Responsibilities of Substitute Teachers and Substitute Support Staff may be found in the respective handbooks.

### **Substitute teachers will be placed in the following manner:**

1. Teachers approved for the substitute list shall have the necessary employment information entered into the Lethbridge Automated Dispatch System (LADS).
2. Lists of approved substitute teachers shall be provided to all schools.
3. Teachers shall contact substitutes from the approved list, ensuring that all absences and substitutes are recorded with LADS. This is not the responsibility of the school secretary.
4. Requests for substitute teachers should be made as early as possible to LADS. Principals or designates should also be notified according to the procedure established by the school.
5. Teachers may request specific, qualified substitutes through LADS for up to five (5) consecutive days. Teachers are expected to advise their principal or designate of an absence.
6. Teachers shall ensure that a substitute, if required, is available prior to engaging in approved professional learning or approved personal leave.
7. The principal may limit the number of people attending any one conference or workshop if, in the opinion of the principal, the normal operation of the school may be compromised by a large number of teacher absences.
8. If any absence is expected to extend beyond 5 consecutive working days, the principal shall contact the Associate Superintendent, Human Resources to arrange for a longer term substitute.

### **Substitute support staff will be placed in the following manner:**

1. Human Resources shall maintain an approved list of substitutes for support staff. The list shall be provided to all schools.
2. CUPE 2843 support staff may contact substitutes from the approved list, ensuring that all absences and substitutes are recorded with LADS.
3. Support staff are expected to advise their principal/manager or designate of an absence.

### **Substitute Plans:**

1. Every employee that may be replaced by a substitute shall prepare, at the earliest possible time, specific plans and general guidelines for the substitute employee.