

Sick Leave Procedures

ALL staff who are absent due to illness or other emergency are to complete the following the procedures:

1. Dial 367-0703.

If you get a busy signal when you call, please try again after one minute.

Do not dial 367-4384 or any other BOE Office number, these do not activate the recorder.

2. Call **BEFORE** 6:30 AM.
3. Do your own calling. Do not have someone else call in for you.
4. Wait for recorded message, then give the following information:
 - a. Your Name
 - b. School where you work
 - c. Teacher you work under
 - d. Reason for absence
5. Call the supervisor or teacher that you are assigned to work under and inform them of your absence.

If you know ahead of time you will be absent, you are to tell your Building Administrator, who will see that the information is passed to the BOE office. *Always work through your school office for these requests.*

Electronic equipment may break down. If you have reason to believe the recorder did not work, call 367-4384 after 6:30 a.m., but before 7:00 a.m.

Please take a copy of this memorandum home and paste it inside your telephone book, or post on a bulletin board by your telephone so that you will have the instructions handy in the event that you need to call because of illness or emergency.