



Regina Roman Catholic Separate School Division # 81

Personnel and Employee Relations 7007 Teacher Absence and Substitute Report	Administrative Application	
	Effective:	January 27, 2015
	References:	ER-2 Treatment of Staff and Volunteers
	Status:	Operational

Application

1. A confirmation email shall be forwarded to the Teacher Administrative Assistant each Friday and after the last teaching day of the month indicating that all the information entered by the Teacher Administrative Assistant is correct. The Acting Administrators report shall be forwarded electronically to the Teacher Administrative Assistant and Academic Payroll Administrator.
2. Substitute teachers employed on a daily basis for teacher or administrative absences caused by personal illness, contractual and/or granted leaves will be listed on the daily dashboard accompanied by the reason for the teacher's absence.
3. Ordinarily, a substitute teacher will be hired in the absence of an administrator only for the percentage of time that the administrator has teacher responsibilities during that period of absence.
4. A school-based account number will be provided on the daily dashboard for all substitutes employed through school-based funds (grants, extra-curricular activities, collegial teaching or other school-based funds).
5. For teacher absences necessitated by attendance at administrative meetings, professional development sessions, committee meetings, conferences, school division sessions, the title of the event should be given on the daily dashboard.
6. Where the organizers of the meeting or event have provided an account number that account number will be provided on the daily dashboard.