

**WORKDAY LEAVE
CERTIFIED PERSONNEL
(REGULATIONS)**

Any teacher absences from school during school hours must be approved in advance by the office staff. Teachers must contact their respective principal when they need a substitute. Office staff will take full responsibility to arrange for substitutes.

Teachers desiring to be excused from regular classroom work must contact and secure the approval of their principal, who will notify the Superintendent. Teachers should keep records and lesson plans at all times so that in case of an emergency a substitute teacher can carry on the education of students with a minimum loss of efficiency.