

## Detroit Community Schools

### Requesting Substitute Teacher Process

The Human Resources Department will handle all requests for a substitute teacher. Human Resources will be the sole communicator with the Sub agencies when requesting a substitute teacher. Under no circumstances should staff call a substitute agency.

Teachers that have scheduled time off (either paid, excused, or unpaid) must submit an approved Request for Time Off form to the Human Resources Department, prior to the scheduled time off.

Request for Time Off Form must be completed in its entirety including dates sub is needed, full day, half day AM, and half day PM. Reason for time off should also be included I.e., Professional Development, Personal, Bereavement, Jury Duty, etc.

Teachers that are absent from work due to illness or an emergency (unforeseen absence) must contact Ms. Peoples, Human Resources, via of text message or email no later than 6AM on the day absent. Email/Text should include how many hours you will need a sub, full day v half day. If half day, message should reflect am or pm. Every unforeseen absent requires an email/text for each day you are out.

A Request for Time Off form must be completed and approved, for an unforeseen absence, on the day you return to work. Reason for time off, sick or personal, should be indicated on Request for Time Off form.

All Requests for Time Off forms must be approved/signed by principal.