

### **ABSENCE FROM WORK / SUBSTITUTE NEEDED**

For unforeseen absences, please call or text the Substitute Cell Line at 715-503-0598. The Sub Line is available 24/7. Please contact the Sub Line before 6:30 am whenever possible.

- Give your **full** name.
- State the grade or classroom you are assigned to
- Provide the date and/or time of your absence.
- Provide the reason for the absence.

At no time should staff personally line up their own substitute. You are encouraged to suggest a specific substitute but it will remain the duty of the sub caller to determine where subs will be placed.

Staff must submit a time off request through the Employee Portal for the date of the absence upon their return to work.

Approved: February 28, 2007

Revised: December 22, 2025