

# Requesting Time Off - District Process

*This process is used for ALL staff of Elwood Community School Corporation.  
Instructions must be followed correctly in order for your request to be processed.*

## **General Guidelines:**

- ❑ A “Time Off Request” form needs submitted by any employee taking time off for any reason (i.e. personal illness, family illness, bereavement, etc.) Time off can only be scheduled in ½ day (approximately 3.5 hours) and full day increments. There is an option on the form to indicate whether or not you need a Substitute Teacher. Only specific positions are approved for sub coverage. Work with your building Principal if you are unsure whether or not your position allows this.
- ❑ A Substitute Teacher can only be scheduled for ½ day (AM/PM @ approximately 3.5 hours) or full day coverage. A “Time Off Request” form must be submitted before a Substitute Teacher can be scheduled.
- ❑ Sub coverage is not provided for employees that are late upon arrival in the morning or who are late returning to the building. Your building Principal will need contacted if you are unable to fulfill your duties to ensure appropriate coverage is provided. This is no longer a function of the Sub Coordinator.
- ❑ Employees need to communicate with their Principal/Supervisor regarding time off in addition to completing the “Time Off Request” form.
- ❑ An employee sign in/out sheet has been placed in the front office of every building. To ensure we are compliant with current safety standards, anyone who exits and re-enters the building after school has started will need to stop by the front office and sign in/out.
- ❑ In the event of an emergency or unforeseen circumstance that results in an immediate need for a sub, please have someone in your front office contact Maggie Gregory (Sub Coordinator) at 317-833-2228 or [mgregory@elwood.k12.in.us](mailto:mgregory@elwood.k12.in.us). We understand that this does happen, but should not be a regular occurrence. The “Time Off Request” form will still need submitted and it will be up to the employee or front office staff to ensure the form is put in immediately following the emergency request. Please utilize this process for all same day requests that occur after 7:00am.
- ❑ You will receive an automated email after you successfully submit a “Time Off Request” form. Your building Principal will be contacted if sub coverage cannot be provided.
- ❑ Once a “Time Off Request” form is submitted, you will not be able to edit or delete it. If you need to modify or cancel your request, please contact Maggie Gregory (Sub Coordinator) at 317-833-2228 or [mgregory@elwood.k12.in.us](mailto:mgregory@elwood.k12.in.us) immediately.

**Teacher Requirements:** It is critical that every teacher have sub plans easily accessible. Sub plans should include an up to date class roster for attendance, the associated seating chart if indicated, daily schedule/routine, important information related to individual students (i.e. health, intervention), general safety/emergency guidelines and applicable daily transportation information. Sub plans should include enough information for your Substitute Teacher to keep your students on task academically and in line with current curriculum. Please work closely with your colleagues to support each other in the event you experience an unplanned absence. Provide coverage for one another by communicating and creating sub plans if the time off requestor is unable to do so. If you or your colleague are unable to provide sub plans, please reach out to your building Principal for further assistance. A Substitute Teacher should NEVER be in a classroom without the ability to meet our current academic and safety standards.

**Safety awareness for HCC Teachers and others as applicable:** Liability becomes a SIGNIFICANT concern if we place students in a situation where they may be injured as a result of being supervised by a person not adequately qualified to provide leadership for the current curriculum. Keep in mind that it is very likely the person substituting for you will not be familiar with the equipment and subject matter. It is not good practice to ask substitutes to “teach” or supervise laboratory work unless you know who the substitute is and WE know he/she is capable of carrying out your plan.

### **Instructions to submit a request for time off:**

Step 1: Notify your building Principal or Supervisor regarding an absence of any kind

Step 2: Submit a “Time Off Request” form electronically at [“Time Off Request Form”](#)

Step 3: Review the email confirmation to confirm your request was submitted accurately

Step 4: Ensure your Substitute Teacher or coverage partner can access up to date sub plans so the individual is able to adequately cover your responsibilities and keep our students safe.

Step 5: Contact Maggie Gregory (Sub Coordinator) at 317-833-2228 or [mgregory@elwood.k12.in.us](mailto:mgregory@elwood.k12.in.us) immediately if you need to modify or cancel time off.

**Note to Principals: Maggie Gregory will submit a Teacher Service Record for each building to Yvette Lawson in Payroll on a weekly basis. Your “Time Off Request” form should match the Teacher Service Record and Substitute date of pay for Certified Staff. Your “Time Off Request” form should match the Teacher Service Record, Substitute date of pay and K-Time for Classified Staff.**