

## Staff Absence Procedure

Just a reminder to everyone, when you need a sub outside of school hours (3:00 PM – 6:15 AM) please call this number: **608 994-3731 ext. 142** and leave a detailed message so Mick knows which building to send the sub, where lesson plans can be found, and the time frame of your absence AM or PM only, full day. The voicemail is checked frequently throughout the evening and on weekends.

**ONLY** in an emergency situation call or text Mick's cell phone: 608 988-6403.

For Unplanned Absence – call before 6:15 AM.

Upon returning from an unplanned absence there is a form to complete and turn in to Sue Christ or Mick White. It is called a **CALL IN ONLY** form (salmon colored). At the district site they are located in the top drawer of the file next to mailboxes.

Thank you for cooperating