

## **Staff Absence Procedure**

<https://ssl6.schooloffice.com/riverridge/sdsweboffice/>

When requesting time off (meetings, doctor apt., personal, emergency) please use this website, it's a good idea to bookmark it.

Just a reminder to everyone, when you need a sub outside of school hours (3:00 PM – 6:00 AM) please call this number: **608-621-5344** and leave a detailed message, so Mick knows 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 Absences – call A.S.A.P or before 6:00 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). They will most likely be in your mailbox, so please look for them. If not, they are located in the top drawer of the file next to mailboxes.

Thank you for cooperating