

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

## SUBSTITUTE INACTIVATION

CMCSS expects substitutes to accept and work four assignments each calendar month. For each substitute, the day of the month corresponds with the date of hire.

Once 30 calendar days have passed without a substitute accepting the minimum four assignments, he or she will be inactivated from the absence management system and notified regarding inactivation from the Substitute Program.

Substitutes who have a “break in service” from their active positions are considered inactive and will be ineligible to reapply until the following August. A break in service for a Substitute Teacher or Substitute Educational Assistant is defined as 30 calendar days (not to include summer break or winter break).

A break in service extension may be requested for maternity leave, military leave, health-related situations, and student teaching. A break in service must not exceed 12 weeks (consecutive or nonconsecutive).

Associated Documents: [SUB-F010](#) – Request for Break in Service Extension Form

### Revision History:

<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
3/2/15	IR	
9/19/16	A	Changed “terminated” to “inactive” throughout. Removed “or other days schools are closed” from third paragraph.
8/28/17	B	Updated substitute system name by changed Aesop to SmartFindExpress.
9/4/18	C	Removed information pertaining to probationary substitutes. Added “winter break” as exclusion for 30 days of inactivity. Removed references to obsolete documents SUB-P001 and SUB-F001.
9/5/19	D	Updated “absence management system” in 2 <sup>nd</sup> paragraph.
1/27/20	E	Updated 1st paragraph to four assignments. Clarified “calendar” days in 2nd paragraph. Added “ineligible to reapply until the following August” in 3rd paragraph. Added 4th paragraph.
6/3/20	F	Updated 2nd paragraph to “the minimum four assignments.”



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**\*\*\*End of Policy\*\*\***