



REQUESTING A SUBSTITUTE FOR PROFESSIONAL LEAVE (HUM-P046)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the steps employees will follow when requesting a substitute for a professional leave related absence.

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

2.0 RESPONSIBILITY

- 2.1 Human Resources Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 Red Rover: The district's Substitute/Absence Management System
4.2 Professional Learning Activities Network (PLAN): The district's Professional Learning Management System which contains an online course catalog and staff training records.

5.0 PROCEDURE:

- 5.1 When requesting a substitute for a professional leave related absence, the employee will register for the course in PLAN prior to entering the absence request in Red Rover.
5.2 After registering in PLAN, the employee will need the following information to request the absence request in Red Rover:
 5.2.1 PLAN Section number
 5.2.2 Title of the training
 5.2.3 Absence Reason (as listed in PLAN Class Notes)
5.3 To request a substitute, the employee will log in to Red Rover and select the appropriate Absence Reason from the drop down (as indicated in the PLAN Class Notes field). The employee will also enter the title of the training and the PLAN Section number in the Notes to Administrator field.
5.4 A request for a substitute for professional leave should be entered at least 24 hours in advance for the absence to be eligible for a substitute. Requests made in less than 24 hours will result in the absence being marked as no substitute required in Red Rover and other arrangements for class coverage will need to be made by the school.

6.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/21/19		Initial Release



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8/23/22

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Changed Frontline to Red Rover
throughout.