



## 3407 STAFF ABSENCES & TTOC REQUESTS

Policy Type: Human Resources Manual  
Applies To: All Staff  
Approved By: LCS Head of Schools  
Policy Reviewed: every 2 years  
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### 1. PURPOSE

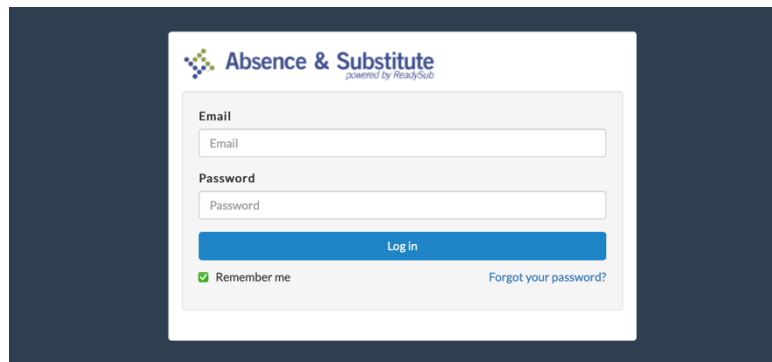
The purpose of this policy is to provide guidelines for administrators and staff when requesting employee coverage due to an absence, and to outline how temporary or itinerant staff may be allocated.

### 2. TERMS

- (a) TTOC: Temporary Teacher On-Call
- (b) EOC: Employee On-Call (typically an Educational Assistant)

### 3. REPORTING ABSENCES:

- (a) All staff members are responsible to report to school administration any time they will not be attending to their regular teaching responsibilities, even in cases where some arrangement has been made for internal coverage.
- (b) All staff absences must be reported on the (ReadySub) **Absence & Substitute system** ([app.readysub.com](http://app.readysub.com))



- (c) Illness, specialist appointments, professional development opportunities, and extracurricular events may require school administration to arrange for coverage of teaching responsibilities, especially in circumstances where the absence is not a full day and is not a contractual leave of absence (i.e. illness).
- (d) Illness requiring TTOC or EOC coverage (contractual):

- Staff are encouraged to provide 24 hours notice when possible.
- Some staff illness may require that teachers report an absence in the morning. Absences for illness that are more of a last-minute nature must be communicated to the campus assistant principal at the earliest possible time.
- All effort should be made to schedule medical, specialist, or dental appointments during non-school hours. If this is not possible, staff will schedule these appointments before school or as close to the end of the school day as possible so that the time lost from school is not severely affected.
- If medical appointments require a full day or half-day absence, they shall be counted as a sick day.

(e) Other Absences requiring TTOCs or EOCs (non-contractual, discretionary):

- 3.e.1. All other requests for a TTOC or EOC due to anything other than illness, requires administrative approval at least 48 hours in advance. Reasons for a requested absence may include, but not limited to: coaching, field trips, professional development, internal administrative-directed tasks. (See HR400.004 Leave of Absence Policy)
- 3.e.2. Personal days require 14 days-notice and should be communicated in advance with the principal. Principals must approve personal days. (See HR400.004 Leave of Absence Policy).
- 3.e.3. These absences may include personal days, or Professional Development opportunities.

4. ARRIVING LATE, LEAVING EARLY:

- (a) If staff are arriving late or leaving early during scheduled preparation blocks or periods, they must report their absence to an administrator.
- (b) Teachers must get approval from their principal to leave early for personal or family reasons.

5. EA REASSIGNMENT FOR INTERNAL COVERAGE

- (a) Only in emergency situations where other staff or TTOCs are not available may principals reassign EAs to cover a teacher's absence.
- (b) Teachers may not ask EAs to cover their absence when arranging internal coverage for any period in part or in full.

6. ASSIGNING TTOC TO COVER AN EA ABSENCE

- (a) In emergency situations where an EOC is not available, the campus administrator may assign an available TTOC to cover an EA absence if the coverage is judged to be necessary for the welfare of the students the absence employee is assigned to provide service for; and/or the absence of an EA in the regularly scheduled assignment cannot be covered internally and the short-term absence of an EA would negatively impact student learning in the assigned classroom(s).
- (b) In cases outlined above, the TTOC will be compensated at a the EOC rate.
- (c) EOCs who are not qualified to be assigned to the TTOC list may not be assigned to cover a teacher absence.