



# FORT LA BOSSE SCHOOL DIVISION

PREPARING STUDENTS FOR THE FUTURE

[www.flbsd.mb.ca](http://www.flbsd.mb.ca)

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## **TEACHER INFORMATION FOR BOOKING A SUBSTITUTE TEACHER**

**All arrangements** for a substitute teacher **must** be made through the Sub-Booking Clerk.

The following steps are to be followed **by the teacher**, when a leave is needed for Professional Development, Personal or Family Medical Leave, and a substitute teacher is required:

- Completion of fillable PDF Employee Leave form (ensure all required fields are completed) (minimum of 5 days prior to leave);
- For Personal/Family Medical Leave the fillable PDF should also be filled out at the same time
- Employee Leave form is to be emailed to the School Administrator for approval. They will digitally sign and email to Sandra (cc'd to employee, so they know it has been approved);
- Sandra will fill in the name of the sub and send back to Principal, AA and employee;
- AA will print the form and then email to Sandra.

The following steps are to be followed by the teacher requesting a substitute for **same day illness**:

- **prior to 7:30 AM**, a TEXT OR voice mail message **must** be left for the Sub-Booking Clerk at 204-851-1816 **and** your school administrator;
- Teachers leaving a voice mail message **need to provide the following information**:
  - name
  - school
  - grade/subject
  - reason for absence
  - any additional duties (bus, recess, etc.)
  - preferred substitute
- Sandra will fill out the electronic form with sub name and email to the AA and principal to sign;
- **Cancelling a Sub**  
If you have to re-schedule and no longer need your booked sub – you **must** contact the sub-booking clerk who will make the cancellation. Do not cancel on your own as the sub may be reassigned.

### **Notification:**

The properly filled out forms will serve as notification.