

EATONTOWN PUBLIC SCHOOLS  
Eatontown, New Jersey

OFFICE OF THE SUPERINTENDENT

To: **ALL ADMINISTRATORS, TEACHERS, TEACHER AIDES, SECRETARIES, and LUNCHROOM AIDES**

From: Scott T. McCue, Superintendent

Re: Reporting Staff Absenteeism  
2021-2022 School Year

It is the obligation of the staff to report absenteeism immediately and in a timely fashion. A form titled "Absence Request Form" is used to collect absence information. This form can be found in the Employee Portal.

This form will also be used as a substitute request form. The district Substitute Caller will use the information in this form to assign substitutes for staff who are absent and require coverage in their classrooms. **Please submit your Absence Request Form as soon as possible. Reporting absences in a timely manner is extremely important due to the limited availability of substitutes.** Professional Development and Personal Business requests must be submitted at least five (5) days prior to anticipated absence, except in case of an emergency.

Absence Request Forms should be submitted the **PRECEDING EVENING, prior to 10:00 p.m.**, to allow maximum time to procure a substitute. If this is not practical, forms reporting absenteeism should be sent no later than 6:30 a.m. on the morning in which the absence occurs. **Substitutes will not be called to cover absences reported after 6:30 a.m.** Absences after this time should be reported directly to your school's principal.

When reporting your absence, please complete all form fields, including:

1. Your full name;
2. Your position, grade, or special subject;
3. The date and time of day of the absence;  
(If you are reporting a ½ day absence, please indicate the time the substitute should arrive and the time they will depart using the Additional Comments section at the bottom of the form.)
4. Which school you are requesting the absence from;
5. Whether or not you are scheduled to work in any other buildings on the day of your absence;
4. Whether or not a **substitute is required**;
5. Reason for the absence (Personal Illness, Personal Business, Professional Leave, Family Illness, Death in Family, or Leave without Pay).

**JURY DUTY:** If you are reporting an absence due to your civic responsibility related to jury duty service, please notify the substitute caller ASAP. Please also notify your principal/administrator of your jury duty service ASAP, and provide a copy of your Jury Duty Service Card to the School Secretary. You can report Jury Duty service using the "Other" option under "Reason for Absence" on the form, and enter Jury Duty in the "Additional Comments" box. If your jury duty service is cancelled or postponed, you must report to work. Failure to report to work upon cancellation or postponement of jury duty may result in your pay being docked and/or other consequences.

**Requests for a specific substitute for your class or requests NOT to have a specific substitute teacher should NOT be made.** If you have experienced a problem with a specific substitute teacher, you need to report that concern to your building principal; only the building principal can make these requests to the substitute caller. Your cooperation with this request is needed in order that the substitute caller can perform the responsibilities of the position effectively.

Thank you for your continued support.