



**HOLLISTON PUBLIC SCHOOLS**  
**Office of the Superintendent**

TO: **All Teachers and Paraprofessionals**  
FROM: Keith Buday  
DATE: August 2010  
RE: Reporting Absences and/or Requesting Coverage

Mrs. Ann Marie Osmer is our Substitute Coordinator.

Please read carefully the following procedures below, if you have to be absent:

1. You must call Mrs. Osmer at 508-429-6672. You may leave your message 24 hours a day. **We encourage that you call in as soon as you know you will be absent.** Do not wait until the day of the absence to call if you know you will need a substitute ahead of time.

**No calls are to be made to the sub line after 6:30 a.m. on the day of the absence. Calls after 6:30 a.m. must be made directly to your Principal's Office.** Calls on Mrs. Osmer's machine after 6:30 a.m. for absences that day will not be served.

2. When calling, please leave the following information on the machine: your name, phone number, grade and/or class, date, and reason for absence. If you do not need coverage for the entire day please specify the **time of day** (i.e. 8:00 a.m. – 11:30 a.m.) **not the periods**. If you don't need a substitute, please make that clear.
3. **School Business Days and Personal Leave Days must be called in at least 2 days in advance.**
4. A reminder: **Substitutes may not be engaged directly by teachers or aides.** You are free to request a substitute when you leave your message; but that substitute may need to be assigned elsewhere. Therefore, do not go over plans or give plans to a substitute in advance of your absence.
5. To assure the effectiveness and efficiency of our system, your cooperation is needed.

KB/kc