

### CERTIFICATED PERSONNEL NEWSLETTER SEPTEMBER, 2009

**Welcome back!** A big welcome from your Certificated Human Resources Department:

**Personnel:** **Debbie Rowe** (x5506) – credentials, contracts, transcripts  
**Cristina Gamino** (x5501) **Tina Peterson** (x5660) – credential renewals, fingerprints, adult ed/ROP  
**Linn Willhite** (x5503) - applications, interviews, substitutes  
**Kathleen Margiotta** (x5626) – benefits, COBRA  
**Kathy Potter** (x5519) – athletic coaching contracts and applications

**Payroll Dept:** **Dawn Pearson** (x5522) – Payroll - paychecks (A-C)  
**Donna Corder** (x5513) – Payroll - paychecks (N-Z)  
**Courtney Rock** (x5524) – Payroll – paychecks (D-M)  
**Sue Barnes** (x5525) – maternity/illness leaves, disability/long-term illness, workers' comp

**Terry King** (x5566), Associate Superintendent  
**Sue Koehnen** (x5511), Director

*Please feel free to call at any time! To meet with any of our staff, please call or email to let us know when you are arriving – that way we can ensure that staff is available to assist you with whatever you need.*

#### **Absence Call-in / Leaves**

Please remember that the sub-calling system is also your leave system. **All certificated employees need to call in for every absence, regardless of your need for a substitute.** Please call each time, as soon as you know that you will be absent.

**When calling in your absence, you do not need to complete a leave form if you enter reason #1-illness.** Leave forms are still required for the other reasons, due to the need for advance approval. Your site secretary will give you a copy of your signed leave form.

**Confused about leaves?** Here is some quick information. You'll find more detailed explanations of all leaves in the S DFA/SDUHSD Master Contract, at <http://sdfa.net>.

**Personal Business** - You may use up to six days per school year of accumulated sick leave for **Personal Business**, for any reason (not the on first or last days of instruction, or on state-funded Staff Development Days). A **maximum of four days may be taken consecutively**. Give your principal **at least 24 hours notice** (there is a maximum allowed at each site on a given day) and complete a leave form, in addition to calling in the absence.

**Personal Necessity** - You may use accumulated sick leave for **Personal Necessity**, for religious holidays or for circumstances that are serious in nature, necessitate immediate action and cannot be handled after work hours.

**Please note:** this does **not** include social obligations, weddings, vacations, reunions, or shopping. Complete a leave form and obtain approval from your principal in advance, unless it is an emergency. As always, call the sub line.

**School Business** leaves include conferences and district meetings. These all require advance approval from your principal or district administrator. **It is essential to call the sub line as soon as you are notified of a meeting.** In cases of last-minute calls, it may not be possible to provide subs for School Business purposes.