

CERTIFICATED PERSONNEL NEWSLETTER SEPTEMBER, 2008

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

Personnel: **Debbie Rowe** (x5506) – credentials, contracts, transcripts
Cristina Gamino (x5501) – credential renewals, fingerprints, adult ed
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 (M-Z)
Courtney Rock (x5524) – Payroll – paychecks (D-L)
Sue Barnes (x5525) – 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: Check out this [leave form explanation](#).

You'll find more detailed explanations of all leaves in the SDFA/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.