**If you need a Sub for a planned absence**

 Complete the following “Sub Request” form and place in the “Sub Request” mailbox. If your absence is due to Jury Duty, please follow the directions below.

If you would like to request a particular sub, make a written notation of that request on the Sub Request. DO NOTMAKE YOUR OWN ARRANGEMENTS FOR A SUB. This could lead to double bookings and/or some subsmonopolizing the sub list.

A few days before your absence please confirm with the secretary that a sub has been secured.

**Jury Duty Jury Duty Jury Duty Jury Duty????**

Follow steps above under Planned Absence to make the electronic request. Due to the fact that your jury duty might be canceled, I do not secure a sub for you. You will have to call XXXXX for a sub once you have made your phone call confirming that you will be required to serve.

If you do not have to serve, just arrive to work as usual. However, you will then have to access the Employee Self Service site to cancel the jury duty date