

## Long Term Substitute Request Tutorial

In the event you need to be absent for 10 (ten) or more days you will need to request a Long Term Substitute. This process differs from your regular leave entry. Please do NOT enter an absence request in Frontline if you will be gone for 10 (ten) or more days. Instead:

1. Notify the HR Generalist if your absence is medical in nature (surgery, maternity, treatment for a serious medical condition, care for a qualified family member with a serious medical condition, etc.).
2. Complete the steps required for FMLA approval, as appropriate or instructed.
3. We ask that you notify your school administrative assistant and Principal as soon as possible, when you have a need to access a long term substitute.
4. Long term substitutes can be located using the [Substitute Skills Report](#). It is recommended that a long-term substitute be selected 2 to 3 months in advance, when possible. Utah law requires that a long-term substitute must hold a current Utah teaching license, as well as for all absences for a single educator that exceed 20 calendar days (consecutive or nonconsecutive) in a single contract year.
5. Contact substitutes from the long term substitute and make a selection with an available substitute.
6. Provide the information about your substitute to your school administrative assistant, including name(s), contact information, approximate start date, and date of job shadowing (if applicable).
7. Enter your expected absence(s) in Skyward, then in Frontline and assign your selected substitute.
8. Notify your Administrative Assistant of your first day of leave. Your school administrative assistant will adjust your long-term job assignment, if needed.
9. **Provide lesson plans to your substitute, directly, through Frontline attachments or leaving lesson plans with the school administrative assistant, or in classroom as per school instruction.**
10. Notify your substitute, school administrative assistant, and the HR Generalist of any date changes and work with them to make appropriate arrangements, if necessary.

**If you need assistance, contact the school administrative assistant at your location, the Substitute Office at 801-567-8219 or you can email [suboffice@jordandistrict.org](mailto:suboffice@jordandistrict.org).**