



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.

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.
4. Request the list of long-term substitutes from your school administrative assistant. 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.
5. Contact substitutes and make a selection.
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. Notify your Administrative Assistant of your first day of leave. Your school administrative assistant will enter your long-term job assignment and attach your selected substitute.
- 8. Provide lesson plans to your substitute, directly, through AESOP attachments or leaving lesson plans with the school administrative assistant.**
9. 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 juli.martin@jordandistrict.org.