

The Howard County Public School System
10910 Clarksville Pike
Ellicott City, Maryland 21042

Circular No. 16
Series 2021-2022

October 13, 2021

Chief, Human Resources and Development Officer

December Substitute Usage

TO: All Staff

FROM: David Lerner
Chief Human Resources and Professional Development Officer

Providing substitute coverage in December continues to be a challenge. It is our goal to ensure substitute coverage during this peak usage time. Therefore, professional development activities requiring substitutes should not be scheduled from December 6, 2021, through January 3, 2022. As in past years, only absences for the reasons listed below are to be entered into Frontline – Absence Management during this time frame.

Absence Codes

120
280
290
310
350
290
1220

Absence Reasons

Bereavement
Legal Proceedings
Military Pay
Personal Leave
Sick
Military Pay
Article XIII Negotiate

Thank you for your attention to this matter. If you have any questions, please contact Ella Bradley, Coordinator, Human Capital Recruitment, Retention & Talent Acquisition.