

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

Circular No. 29  
Series 2019-2020

October 24, 2019

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, 2019 through January 3, 2020. 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, Human Capital Recruitment, Retention & Talent Acquisition Coordinator.