

HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, Maryland 21042

Circular No. 33
Series 2018-2019

October 24, 2018

Chief of Human Resources and Development

December Substitute Usage

TO: All Staff

FROM: David Larner
Acting Chief Human Resources and 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 during December. As in past years, only absences for the reasons listed below are to be entered into Smart Find Express.

Absence Codes

1001– 1002
1041– 1057
1020
1070
1080
1170

Absence Reasons

Illness
Bereavement
Personal Business
Jury Duty/Subpoena
Military Leave
Article XIII

Thank you for your attention to this matter. If you have any questions, please contact Suzanne Zilber, Manager of Support/Temporary Services.

DL/sz/lb