

The Minidoka County Joint School District No. 331 Substitute Leave Request can be filled out and submitted through the school district's software program in advance with a request for a substitute. Unless specifically authorized by the Superintendent or designee, substitutes will not be hired to replace employees who are serving on district committees or for involvement in activities other than board approved activities. If a teacher is going to be absent for illness, school activities, or any other reason, and he/she does not have advance time to submit a leave request, he/she should follow the policy below.

Employees will arrange for their own substitutes unless specified otherwise by their building administrator. Substitutes will be assigned from the district's software program. If an employee wishes a special person as a substitute, he/she may request that person.



**LEGAL REFERENCE:**

**ADOPTED: May 19, 1998**

**AMENDED/REVISED: May 16, 2005; September 20, 2010; November 18, 2013; October 19, 2015; June 20, 2022**