



1. Absence reporting website: www.ezschoollapps.com.
 - Please bookmark this on your school and home computers.
 - **Username:** This is your school email: firstname.lastname@gcagmail.com
 - **Password:** You set this up when you made your account. (Jayme Diener or Pat Johnson can change it if you need them to but they cannot see what your password is now.)
 - Log on and check it out!
 - Write down your log in info in a place that you will remember.
 - Be sure to have access to this website at home too!
 - If you are also a substitute, please verify what email address you would like to use for your notifications.
2. To enter an absence, click the **Absence Request tab**.
 - Do **NOT** use “multi-day” absences; put in an absence request for each individual day you will be absent.
 - Fill in all blanks on the page and choose **Full-Day** or **By-the-Hour** options (enter start & end times).
 - Pick the reason for your absence and include your reason for your absence in the “comment for office” section to ensure the absence is assigned to the correct type of absence.
 - Do NOT choose a sub from the list. Upon approval, notifications will be sent to the available substitutes.
 - Employees **MUST** submit requests/notifications before the date/time of the event; otherwise, the employee will need to work with Jayme or Pat to update the system.
 - Even if your absence is covered in-house, you **MUST** enter the absence in EZ Sub.
3. Submit substitute requests as soon as you know you will be absent, and text Jayme as soon as you know you are sick and will not be able to teach.
 - Upload lesson plans to the office and substitute sections on the EZ Sub website.
 - If your plans are different from what you submitted to Jayme for that week, please upload the modified plans and email the revised plans to Jayme for that day.
4. Be aware that video links need to be easy to access for our substitutes.
 - Add sub@gcagmail.com as a teacher to EACH of your Google Classrooms so that the substitutes will have access to the links posted in Google Classroom.
 - Substitutes will **NOT** have access to Curriculum Trak or Renweb, so links will need to be included in your modified plans that you send to Jayme.

Absence Request Type Definitions

- **Bereavement** – Full-time employees will receive 3 days of paid leave for death in the immediate family (spouse, father/mother, siblings, child, or someone for which the employee was the primary caregiver). Full-time employees are granted 1 day for the death of a grandparent. The Administration will address requests for Bereavement Leave for immediate “step” family members on a case-by-case basis. Any additional Bereavement Leave, pre-approved by the Head of School, will be deducted from Sick Leave.
- **Emergency** – Employees experiencing unexpected circumstances beyond the employee’s control will qualify for Emergency Leave with Administration approval and should choose this option. Emergency Leave will be deducted from the employee’s sick days.
- **GCA Field Trip** – Teachers participating in a field trip with their class which causes them to be out of the building should select this option.
- **Government** – Employees required to serve jury duty should mark their absence in this category.
- **Personal** – Full-time employees will receive 1 day of personal leave per school year. Permanent, part-time employees will receive personal leave equivalent to each employee’s individual work week per year. Time off will be deducted in half-day increments. Employees taking a day for personal reasons should select this option.
- **Professional** – Faculty and staff are encouraged to participate in a minimum of 1 Professional Development seminar each school year. The seminar must be “in field” and may be a professional meeting, workshop, clinic, inter-school visitation, or seminar. **Scheduling for a Professional Leave day must be made in advance and the proper section of the Granville Christian Academy Leave/Field Trip/Professional Development Form must be submitted to the Principal or Supervisor.** Once approved or declined, the employee should request a substitute following the previously defined procedure and should select this option at that time.
- **Sick** – Full-time employees receive 8 days of paid sick leave per school year. Permanent, part-time employees will receive sick leave equivalent to each employee’s individual work week per school year. Employees who become ill or have a family member needing care should select this option. Time off will be deducted once a half-day has been accrued.