

Seat-Based Director Leave of Absence Action Plan

Approved ???

In the event the Seat-Based Director needs to take a leave of absence, the following actions can be put into place dependent upon the amount of time needed:

5-10 days leave:

The seat-based Director will assign a substitute to fill in when gone for 5-10 days.

Make a plan with the Behavior Interventionist, Social Worker, Online Director, and Business Manager, Executive Assistant, Board Chair or Board representative. Divide workload appropriately.

Behavior Interventionist and Social Worker: behaviors and day-to day-presence.

Online Director: Any paperwork or management of the system that can be done remotely.

Executive Assistant: Point person and in charge of office day-to-day operations in collaboration with Substitute Director.

Business Manager: Approves PTO, purchase orders, invoices for billing.

Board representative: approval of out-of-the-ordinary purchases, events, or activities. Input with any parental concerns or discipline issues.

Compensation: Range \$150-200 daily (in addition to daily pay)

10-30 days leave:

All of the above assignments and ask a Board Director to be in touch daily.

The Seat-Based Director will assign a long-term substitute to fill in when gone for 10 -30 days. This person will then take over in the office to partner with the Online Director, office staff, Behavior Interventionist, and Social Worker for the smooth running of day-to-day operations

Compensation: Range \$200-250 daily

30 plus days leave:

A Board Delegate posts the Seat-Based Interim Director position on a minimum of two locations, including but not limited to the Crosslake Community Schools' website, SCSU Ed Post, MACS, Indeed.com and other locations as needed. Above mentioned personnel as well as the leadership team will brief and train the Interim Director. An experienced mentor will be assigned by the leadership team. Benefits dependent upon length of service

Compensation: Range \$250-350 daily