

# 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:

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.

Business Manager or Executive Assistant: Point person and in charge of office day-to-day operations. Approves PTO and purchase orders

Board representative: approval of out-of-the-ordinary purchases, events, or activities

## 10-30 days leave:

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

Ask a selected teacher to gain a long-term substitute and 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

## 30 plus days leave:

Post position on Indeed.com or SCSU Ed Post for an interim Seat-Based Director. Above mentioned personnel will brief and train the Interim Director.