



FACULTY PROCEDURE

WHAT TO DO – IF YOU WILL MISS SCHOOL

While regular and on-time attendance during all school and professional development days is one of the most fundamental duties of any faculty member, the School recognizes that there are times at which other obligations, unforeseen emergencies, or illness may prevent a teacher from fulfilling this commitment. These procedures are meant to guide faculty members through steps to take in these cases.

Should you have any questions or queries, please contact your divisional principal, the Head of School office (hos@ssis.edu.vn), or the HR team (hr@ssis.edu.vn).

Absences that are anticipated in advance

When a faculty member knows in advance that he or she will miss school, either on a professional development day or a requested personal day, he or she should submit a Leave of Absence Request through the Employee Portal (<https://hr-portal.ssis.edu.vn/Portal/Login>) as soon as the absence is anticipated. This request, which must be approved by both the divisional principal and the Head of School, contains a section where the faculty member should detail the coverage required during his or her absence.

Faculty members are encouraged to suggest a specific individual to substitute during their absence on this form. These requests will only be honored, however, when the suggested substitute is a certified teacher and has special skills and training that allows him or her to facilitate the teaching and learning in class during the faculty member's absence in a way that others on the substitute list cannot.

The contact person for each division is as follows:

Divisional Administrative Assistants:

o Elementary School	Ms. Bich Thuy	esoffice@ssis.edu.vn	+84 98 2087274
o Middle School	Ms. Hang	msoffice@ssis.edu.vn	+84 90 8080044
o High School	Ms. Huyen	hsoffice@ssis.edu.vn	+84 98 3781412

The divisional administrative assistants will arrange for coverage and will post these assignments on the school's substitute calendar. This will alert others to the availability of potential substitutes in the case of sudden and unexpected absences.

Faculty members should not contact divisional staff on their private mobile numbers except in cases of emergency.

Sudden absences due to emergencies or illness

When a sudden and unforeseen absence from school is required, such as in the case of illness on the part of a faculty member or one of his or her dependents, the following steps are to be taken:

1. Send a SMS text regarding your absence to the HR hot-line at the following number: **0938 951 881** in the evening or before 6:30 AM in the morning.
 - a. The SMS text should include the last and first name of the teacher, the two-letter division abbreviation, **the grade, the subject**, the word "absent", the date of the absence, full or half day and the information about which teaching blocks require a substitute (e.g. **"SMITH Alan HS**



FACULTY PROCEDURE

Grade 12 Math Absent Thursday 12 Dec 2017 full day. Sub needed for 1st and 3rd blocks and Advisory” or “SMITH Alan ES Grade 3 Absent Thursday 12 Dec 2017 half day. Sub is not required”).

2. Email or SMS the divisional administrative assistant about how to access the lesson plan for the classes to be missed.
3. HR personnel will acknowledge receipt of the text by return text “Well received” when the teacher’s text is read. Please note that texts sent late in the evening (e.g. after 10 PM), may not be read or answered until the following morning and texts sent after **6:30 AM** may not be read or answered until 7:30 AM when HR personnel arrive at school.
4. HR personnel will contact a substitute from a pre-approved list and arrange for coverage.
5. HR personnel will email or text the division administrative assistant and the divisional principal to make them aware of the faculty member’s absence.
6. The division administrative assistant will record the substitute assignment on the school’s substitute calendar.
7. The substitute will be asked report to the divisional office by 7:30 am to receive his or her coverage assignment and any lessons plans for the day.
8. Faculty members required to complete the Leave of Absence Request on the Employee Portal (<https://hr-portal.ssis.edu.vn/Portal/Login>) when he/she resumes work after an unforeseen absence.

On the day of sudden absence due to illness, if a faculty member still feels unwell that he or she will not be able to work on the next day, he or she should email or SMS to the divisional administrative assistant before 4 PM to make them aware of his/her absence in order to arrange continuous substitute in advance.

In case of sudden and unforeseen absences, no requests for a specific substitute will be entertained. Faculty members are not permitted to arrange for their own substitute.

Sudden absences during school hours

During the school hours, when a faculty member knows that he or she will miss class(es), he or she should inform the divisional administrative assistant about his or her absence.

The divisional administrative assistant will report to the divisional principal and arrange coverage if necessary.

The absence should be recorded on the Employee Portal (<https://hr-portal.ssis.edu.vn/Portal/Login>).