

# **Cancellations**

## **Assignment Cancellation**

If you receive and accept an assignment, but are notified the job has been canceled when you report for duty at the school, you will either receive a half-day pay or may have the option of accepting another assignment if available.

If you receive and accept an assignment, but were notified the job has been canceled or the District reasonably attempted to notify you of a cancellation before you report for duty at the school, you will not receive compensation for the canceled assignment.

## **Substitute Cancellation**

If you accepted an assignment and need to cancel the assignment, please notify Absence Management, the school office, and the Substitute Services Technician. To cancel an assignment through the Absence Management system, please have the job number available and follow the instructions on the online substitute guide. Please review your assignments to ensure that the cancellation was submitted accordingly.

Additionally, you will need to contact the school office and the Substitute Services Technician if you are canceling within 24 hours of the assignment.

If you have been substituting in an assignment for an extended amount of consecutive days and need to cancel while substituting in the assignment, please contact the school office and the Substitute Services Technician in a timely manner.

## **Inactivate**

If you wish to resign from your substitute teacher position, please notify Substitute Services with a written resignation notification.

A substitute teacher who has not worked at least one day in a 6-month period/ semester will be inactivated from substitute services and the District will assume you resigned your position. That substitute teacher must follow the District's new hire procedure if he/she wishes to substitute in the District again after the 6-month period. This will include re-applying to the substitute job posting and completing new hire paperwork.