

All administrator and supervisory employees are responsible for making appropriate arrangements for the in-District leadership and supervisory designations that will apply during a period of leave, in his/her temporary absence from work, or when he/she will not be working on site within the District for any significant portion of a work day. As applicable to such circumstances, the employee shall also ensure that he/she appropriately conveys his/her contact information, or other applicable emergency contact information, to members of the District's staff who may have a need to consult with or have a decision made by an employee or official with the appropriate knowledge and authority.

In the event of an unexpected vacancy in an administrative position the Superintendent shall make appropriate interim arrangements for the performance of the duties and responsibilities of the position.

Legal References:**Wisconsin Statutes**

[Section 118.24](#) [Administrative authority and assignment of responsibilities]

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