

ABSENCE REPORTING OF EMPLOYEES

DATES (Adopted/Revised)	GUIDE WORDS
<p>Adopted November, 1988 Revised February, 1991 Revised June, 2006</p>	<p>Absence Absence Reporting Activity Supervision Jury Leave Employee Absence Sick Leave Personal Leave Professional Leave Vacation Leave</p>

The following classifications will be used to report employee absence. Those responsible for reporting the absence should be sure that the necessary forms have been filled out and are properly signed prior to absence. Such forms are retained in school file for 3 years (or are sent in with payroll reports).

Sick Leave--510 is the absence classification for employee illness as defined in policy and negotiated agreement. Report only on payroll report.

Vacation--520 is the absence classification for vacation as defined in policy. "Daily Absence Report" form must be signed by supervisor. Copy of completed form is retained in supervisor's file.

Personal Leave--530 is the absence classification for personal leave as defined in policy and negotiated agreement. "Request for Personal Leave" Form E-7-79 should be filled out by the employee and approved by supervisor at least 48 hours prior to the leave. Copy of completed form is retained in supervisor's file.

Professional Leave--540 is the absence classification for staff improvement leave; curriculum development or work session; department assignment or work session; or student supervision which is not part of regular paid work assignment (such as chaperon for student group activity, athletic record keeper, etc.). "Absence/Leave Request Form G-5(a)-88" is to be completed for professional leave and a completed, signed copy retained in supervisor's file. The budget (or agency) to which the substitute cost is to be charged should be denoted on the form.

Absence for PEA, IEA, or NEA activities is designated "professional leave" and requires approval of the Superintendent prior to absence.

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Jury Leave--550 is the absence classification for employee service on jury or as a witness for which compensation is paid. Compensation paid for jury/witness service is to be retained by the employee. A deduction from salary will be processed based upon the current daily rate for jury duty service. The deduction will usually be processed the next pay date after verification of days served and payment amount. Report only on payroll report.

Activity Supervision--560 is the absence classification for activity supervision in conjunction with regular duties for which the employee is paid such as coaching a sporting or activity event form 774 away from home that requires a substitute for teaching duties. Field trip absence in conjunction with regular duties which is approved by a director and for which a substitute is hired is to be reported in this category. Report only on payroll report.

Other Absence--590 is the absence classification for "Other" employee absence. It requires an explanation on the payroll report but no form.