

# **REPORT OF ABSENCE GUIDELINES**

A Report of Absence Form must be submitted as soon as an employee returns to work.

- **DO NOT WAIT UNTIL THE END OF THE PAY PERIOD TO SEND ALL ABSENCE FORMS IN WITH THE PAYROLL**
- **DO NOT ATTACH ORIGINAL ABSENCE FORM TO THE TIME SHEET**
- **DO NOT COMBINE PAY PERIODS ON THE SAME ABSENCE FORM**
- **TWELVE MONTH EMPLOYEES MUST SEPARATE JUNE AND JULY DATES (JULY STARTS A NEW SCHOOL YEAR; EVEN THOUGH THE TIME MAY BE FROM THE PREVIOUS YEAR**
- **TIME IS KEYED IN QUARTER INCREMENTS OF – 2hrs, 4hrs, 6hrs, 8hrs**
- **THERE IS NO MORE COMP TIME - TIME WORKED OVER IS NON-ACCUMULATIVE, MUST BE USED WITHIN THE WEEK**
- **IF AN EMPLOYEE HAS COMPLETED THEIR HOURS FOR THE WEEK – PERSONAL, SICK, VACATION AND CONVENIENCE CAN NOT BE USED, EVEN IF PREVIOUSLY APPROVED**
- **HEAD CUSTODIANS NEED TO BE TRAINED TO SET-UP TIME CLOCK (DUE TO LOSS OF POWER, ETC.) – TO AVOID ADJUSTMENTS**
- **PROFESSIONAL TIME SHEETS – SIGN-IN SHEETS FOR TRAININGS, ETC. – ONLY PUT ONE ACCOUNT CODE PER SHEET-DO NOT COMBINE (TO AVOID BEING PAID INCORRECTLY)**

## **STATE PERSONAL LEAVE**

A Report of Absence Form for State Personal Leave should indicate sick or personal. An employee who is being docked, please check **DOCK PAY** (out of personal leave).

## **MILITARY LEAVE**

A Report of Absence Forms for Military Leave for being in the reserves must have military orders attached to the absence form. An employee serving in the military reserves will be paid for six months before docked.

## **CONVENIENCE LEAVE**

**ALL** hourly employees are entitled to one Convenience Leave. Employees hired after December are entitled to a half day. Secretaries will be sent a list via email of those employees who have not taken it. Please notify the employee they must take their Convenience Leave two days prior to their last day as approved by their supervisor. **The Convenience Leave cannot extend a holiday weather make-up or Spring Break. The Convenience Leave can only be taken in a half or whole day.**

## **CONVENIENCE WITHOUT PAY (CWP)**

The campuses/departments who have 241 day employees who have CWP'S (Convenience Without Pay) must take the days before the end of the school year (June) in order to meet budget guidelines. These unpaid days are different from year to year and are calculated based on the district calendar. **CWP hours may be taken in quarters.** Please check the Convenience Leave box on the Report of Absence Form and write next to it – CWP.

## **LOCAL DEATH LEAVE**

A Report of Absence Form for Local Death Leave for immediate family (excludes aunts, uncles and cousins) shall not exceed three workdays per occurrence. Local Death Leave request **must have a copy of the obituary** (newspaper notice, letter from funeral home, etc.) attached to the Report of Absence Form.

## **SCHOOL BUSINESS**

A Report of Absence Form for School Business must be completely filled out (**REASON, DESTINATION, MODE OF TRAVEL, and DEPARTURE/ARRIVAL DATE/TIME**). An agenda or brochure must be attached. An absence form must be submitted, even if the training/event is held within the district. The employee should clock in/out at the training location. **(THE TIME SHEET SHOULD INDICATE SCHOOL BUSINESS WITH NO HOURS ENTERED)**.

## **JURY DUTY**

A Report of Absence Form for Jury Duty must have the Jury Summons attached to the form. An employee who report for Jury Duty must turn a **“Certificate of Service”** when the employee returns to work. If the employee is selected to serve on a jury panel, the form may be turned in at the end of service. If an employee request to be excused from jury duty, he/she must return to work; otherwise, personal time will be used (if available), or the employee will be docked.

Please submit **ALL ORIGINAL** Report of Absence Forms, including those for SCHOOL BUSINESS. A copy of the form will be distributed to appropriate personnel. **If the NCR Form is being used for paraprofessionals, please submit only the white copy.**

**AN ABSENCE FORM MISSING THE NECESSARY ATTACHMENT WILL BE RETURNED.**

**NOTE:** The absence forms for July, August, and the beginning of September cannot be posted until the roll into the new school year is complete; therefore, you will not receive the copy with the “posted date” until the middle or end of September.

**ALL PARAPROFESSIONAL PERSONAL/SICK ABSENT FORMS SHOULD BE COMPLETE IN INCREMENTS OF AS FOLLOWS:**

<b><u>8 HOUR EMPLOYEES</u></b>	<b><u>7.5 HOUR EMPLOYEES</u></b>	<b><u>7 HOURS EMPLOYEES</u></b>
<b>2.00 HRS = 1/4 DAY = .25 DAY</b>	<b>2.00 HRS = 1/4 DAY = .25 DAY</b>	<b>1.75 HRS = 1/4/DAY = .25 DAY</b>
<b>4.00 HRS = 1/2 DAY = .50 DAY</b>	<b>3.75 HRS = 1/2 DAY = .50 DAY</b>	<b>3.50 HRS = 1/2 DAY = .50 DAY</b>
<b>6.00 HRS = 3/4 DAY = .75 DAY</b>	<b>5.75 HRS = 3/4 DAY = .75 DAY</b>	<b>5.25 HRS = 3/4 DAY = .75 DAY</b>
<b>8.00 HRS = 1 DAY</b>	<b>7.50 HRS = 1 DAY</b>	<b>7.00 HRS = 1 DAY</b>

**THIS IS THE ONLY WAY PERSONAL/SICK LEAVE CAN BE POSTED.**

**(i.e.) - If an employee is a 7 hr employee and works only 4.75 hrs – the absent form should be 1.75 hrs (short 1 hr) or 3.50 hrs (.75 hrs over).**

## **BI-WEEKLY PAYROLL**

The Monday after the payroll cut-off, time sheets must be run on time, NO later than 8:30 a.m. All adjustment codes must be correct and time sheets must be complete before submitting them to the payroll department by **DUE DATE (REVIEW CALENDAR)**.

## **PROFESSIONAL ABSENCE REPORT**

The weekly professional absence report is due on Tuesdays. Please make sure to send all Request of Absence Forms with attachments along with the report to Irma Corkill, Human Resource Department.

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

Please notify Irma Corkill, Human Resource Department, if an employee on your campus has been absent **five days consecutively due to illness**. The employee will need to file an FMLA Form.

## **NOTE**

The Report of Absence Forms/attachments are to be sent separately to the following personnel:

- Professionals – Irma Corkill
- Paraprofessionals – Rosemary Salazar
- Ancillary – Sandra Leal

The Report of Absence Forms/Absence Reports that are not received by the due date, a reminder will be sent via email. If it is not received within **two days** of the email, the email will be sent to the Principal/Supervisor. If it is still not received, it will be sent to the Superintendent. It is crucial the Report of Absence Forms are sent in on time, in order for the payroll clerks to have time to input the information **to meet the payroll deadline**.