Rita Beyers
Assistant Superintendent
201 6th Street, Coronado, CA 92118
619.522.8900 Ext. 1010 www.coronadousd.net

ABSENCE REPORTING GUIDELINES
Classified Employees

The following procedures are aligned with contract language and should be used to report absences:

1. **Illness: Call your immediate supervisor or designated representative at least one-half (1/2) hour before your work day begins. Ask your supervisor or school administrator who you should call if you are absent due to illness.**

2. **Personal Necessity*: Complete the Classified Absence Request Form at least five (5) days in advance unless there is an emergency. Be sure to provide an explanation for your request. You may request a maximum of seven (7) personal necessity days per year. Personal Necessity includes: an accident involving yourself or your property, a court appearance, etc.**

3. **Personal Business (PB)*: Complete the Classified Absence Request Form at least two (2) days in advance unless there is an emergency. You may request a maximum of five (5) personal business days per year. PB leave is limited to circumstances that are serious in nature, necessitate immediate attention, and cannot be taken care of after work hours or on weekends.**

4. **Jury Duty: Complete the Classified Absence Request Form as soon as possible after receiving your jury duty summons.**

5. **Vacation: Follow your supervisor's directions regarding requesting and using vacation.**

6. **Conferences, Meetings, Field Trips, etc.: Complete the Classified Absence Request Form as soon as you are aware you will be absent for any of these reasons.**

* Both Personal Business and Personal Necessity are deducted from your sick leave. There are not additional allocations of time for these leaves.

Absences due to illness, personal necessity, personal business, jury duty, and vacation must be entered into PeopleSoft no later than 48 hours after returning to work. DO NOT enter absences for conferences, meetings, field trips, etc. into PeopleSoft.

Follow these directions to enter an absence into PeopleSoft:

1. **Go to https://ess.erp.sdcoe.net/psp/sdppss/PSS/EMPL/h/?tab=PAPP_GUEST to log in to PeopleSoft Employee Self-Service.**

2. **Use your employee number and password to log in.**

3. **Go to the screen: Absence Request.**

4. **Use the calendar to click on the date your absence started or will start.**

5. **Select the Absence Name by clicking on the arrow and then clicking on the type of absence.**

6. **Once you click on the type of absence, you will see "End Date" just below "Start Date." Use the calendar to click on the date your absence will end. A full day's absence will calculate automatically.**

7. **If you are only going to be absent part of a day, click the arrow by "Partial Days" and put in the number of hours you will be absent.**

8. **Click on Calculate End Date or Duration.**

9. **Click on Forecast Balance.**

10. **Click Submit.**