

ABSENCE REPORTING GUIDELINES

Certificated Employees

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

- 1. Illness:** Call the substitute answering machine at 619-522-8903, no later than 6:15 a.m. Do not leave class instructions, assignments, etc. on this answering machine. If you have an emergency or become ill after 6:15 a.m., call your site secretary's phone line. If you find you will be out additional days, please call your site secretary and request the same substitute before the school day ends.
- 2. Personal Necessity*:** Complete the Certificated Absence Request Form at least three (3) 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 leave includes: car accident or breakdown; and attendance at a religious observance.
- 3. Personal Business (PB)*:** Complete the Certificated Absence Request Form at least two (2) days in advance unless there is an emergency. You may request up to five personal business days per year. No explanation is required. No more than 15% of employees, at one site, will be granted PB leave on any one day.
- 4. Jury Duty:** Complete the Certificated Absence Request Form as soon as possible after receiving your jury duty summons. If you voluntarily postpone jury duty to non-district work time, you will receive \$40/day for up to 5 days of jury duty with verification of jury postponement and service.
- 5. Conferences, Meetings, Field Trips, etc.:** Complete the Certificated Absence Request Form as soon as you are aware you will be absent.

** 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, and jury duty 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 is 7.58 hours and 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. A half-day equals 3.79 hours.
8. Click on Calculate End Date or Duration.
9. Click on Forecast Balance.
10. Click Submit.