

Absence Reporting Guidelines & Instructions for 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.
- If you have an emergency or become ill after 6:15 a.m., call your site admin assistant's phone line.
- Do not leave class instructions, assignments, etc. on this answering machine.
- If you find you will be out additional days, please call your site admin assistant and request the same substitute before the school day ends.

2. Personal Necessity (PN)*:

- Personal Necessity leave includes: car accident or breakdown; and attendance at a religious observance.
- 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.

3. Personal Business (PB)*:

- Complete the Certificated Absence Request Form at least two 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 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. Bereavement: Complete the Certificated Absence Request Form as soon as it is feasible.

6. Conferences, Meetings, Field Trips, etc.: Complete the Certificated Absence Request Form as soon as possible.

** 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 instructions to enter an absence into PeopleSoft:**

1. Visit https://ess.erp.sdcoe.net/psp/sdppss/PSS/EMPL/h/?tab=PAPP_GUEST
2. Use your employee number and password to log in
3. Locate the section titled "Time Reporting" and click "Absence Request"
4. Under "Absence Detail" select the date your absence started or will start
5. Under "Absence Name" click on the arrow and select the type of absence
6. Now select the "End Date" of your absence
7. If you are only going to be absent part of a day, click the arrow by "Partial Days" and select how many days were only partial absences. Then input the number of hours you will be absent for the partial day(s)
8. Click on "Calculate End Date or Duration".
9. Click on "Forecast Balance".
10. Click Submit".

****If you have more than one position, please enter a separate absence for each position that you hold.**