

Absence Reporting Guidelines & Instructions for Classified Employees

1. Illness for IAs and IBHCAs:

- Call the substitute answering machine at **619-522-8903** no later than **2 hours prior** to the start of your shift.
- 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.
- Cannot be used for mandatory vacation days.

2. Illness for all Classified Staff other than IAs and IBHCAs:

- Call your supervisor or designated representative no later than **2 hours prior** to the start of your shift.

3. Personal Necessity*:

- Complete the Classified 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 includes: an accident involving yourself or your property, a court appearance, etc.
- Cannot be used for mandatory vacation days.

4. 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.
- Cannot be used for mandatory vacation days.

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

6. Vacation: Complete the Classified Absence Request Form to request your Supervisor's approval.

7. Bereavement: Complete the Classified Absence Request Form as soon as it is feasible.

8. Conferences, Meetings, Field Trips, etc.: Complete the Classified 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.