Absence Process

EMPLOYEE ENTERS ABSENCE

- Absence entered by phone or web
- Can create absence in the system until half hour before start time

CAMPUS USER APPROVES OR DENIES ABSENCE

- Approve or deny absence if it requires approval
- Use reports in absence management to view upcoming absences
- Create last-minute absences for employees (if needed)

ABSENCE MANAGEMENT WORKS ITS MAGIC

- Notify favorite 5 subs that there is a new absence
- Release absences to your qualified and available subs via web
- Call qualified and available subs 2 days prior to start date of absence

SUBSTITUTE FINDS & ACCEPTS JOB

- Proactively search for jobs 24/7 on the web or by phone
- Wait for system to call in the morning for absences on that day
- Wait for system to call them in the evening for absences in the next two days

DAY OF ABSENCE

- Campus User reviews Daily Report to see absent employees and substitutes filling in and prints off the substitute sign in sheet
- Substitute shows up and signs the sign in sheet to confirm that they showed up to work the job and the absence has been entered into system
- Campus User reviews absences and reconciles absence directly in the system to confirm their accuracy and send the absence data on to payroll

PAYROLL REVIEWS & RECONCILES ABSENCE DATA

- Payroll reviews absence data for that payroll period using an absence management-generated report
- Data is extracted out of absence management / time and attendance or sent directly to the District's payroll software so that no manual entry is needed

PERSONAL NECESSITY AND PERSONAL LEAVE ARE ALL PART OF THE SICK LEAVE BUCKET

Sick Leave*

Any remaining sick leave balance will carry over to the next fiscal year

Personal Necessity (PN)

Deduct from sick leave
Up to 10 or 12 days

Personal Leave (PL)

Deduct from personal necessity
Up to 4 days per year
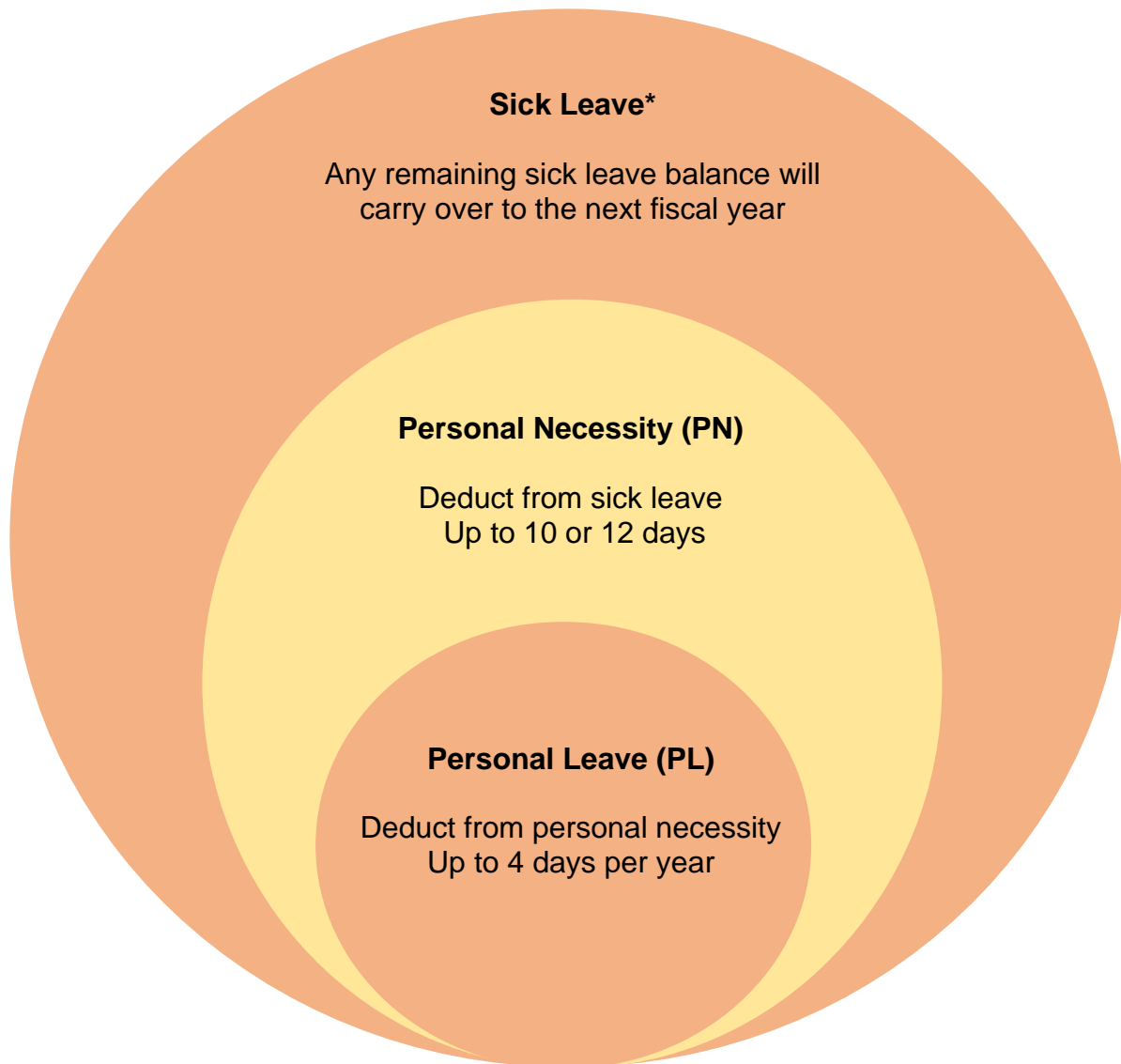
- SICK LEAVE MUST BE GREATER THAN OR EQUAL TO PN AND PL
- A probationary employee shall not be eligible to take more than six (6) days until the first day of the calendar month after successful completion of six months of employment
- Refer to your Collective Bargaining Unit and Staff Handbook for more details

Employees must begin work on or before the first working day following the 15th calendar day of the month in order to earn leave for that month.

VACATION:

Certified employees do not earn vacation.

All employees in the classified bargaining unit shall earn paid vacation time under Article 8 from the Classified Contract. Vacation benefits are earned on a fiscal year basis – July 1 through June 30. New employees' vacation shall not become vested right until completion of the initial six (6) months of employment.

Non-Management

Vacation - Classified 12-month employee:
Paid vacation shall be taken no later than the fiscal year following the year in which it is earned. Vacation will be prorated for employees less than full-time. An employee may carryover vacation year-to-year but the total cannot exceed more than one full year of earned vacation. The sample below is for a Full-time FTE (7.5 hours a week).

Vacation - Classified 10 & 11-month employee:
Do not earn vacation days to be used, earned vacation is payout each month.

Non-Management Classified Number of Years Completed	Total Days of Vacation Per Month	Total Hours of Vacation Per Month
0 - 5	1	7.5
6 - 10	1.25	9.375
11 – 15	1.5	11.25
16 plus	1.75	13.125

SICK LEAVE:

Verification of Illness from the employee's physician may be required once an employee is absent for more than three (3) days; or at any time when deemed necessary by the County Superintendent.

A Classified probationary employee shall not take more than six (6) days of sick leave until the first day of the calendar month after the successful completion of six months of employment.

Sick Leave – Classified and Certificated:
12-month employees shall be entitled to 1 day of paid leave per month. For less than 12-month employees they are entitled to a proportion of 12 days paid leave as the number of days, they are employed. Unused sick leave will accrue year-to-year without limit.

Non-Management Classified & Certificated Number of Workdays	Total Days of Sick Leave Per Year
180 to 190 workdays	10
191 to 210 workdays	11
211 to 257 workdays	12

Management

Vacation – Classified Management/Unrepresented/Confidential employees earn vacation at the rate of 21 days per year. This will be prorated for those employees whose work year is less than 258 days. Accumulated vacation may be carried into the next fiscal year and shall not exceed 25 days.

Sick Leave –All full-time certificated management (217 days), classified management, unrepresented and confidential employees will earn twelve (12) days of sick leave per year. Employees who work less than 217 days will earn sick leave according to the following: 207 day employees will earn eleven (11) days per year, and 192 to 202 day employees will earn ten (10) days per year. Sick leave will be prorated for those employees who work less than full-time. Unused sick leave will accrue from year-to-year without limit. Sick leave will be prorated for those employees who work less than full-time. Unused sick leave will accrue from year-to-year without limit.

Management Number of Workdays	Total Days of Sick Leave Per Year
180 to 190 workdays	10
191 to 210 workdays	11
211 to 257 workdays	12