



CLASSIFIED ABSENCE PROCEDURES

Illness, Personal, Jury Duty, Professional Leave/School Business and Vacation

Instructions for Reporting Classified Absence (1, ¾, ½ ¼ day)

An employee requesting sick, personal or other leave shall call his/her immediate supervisor and follow the established call-in procedures promptly so that substitute service can be arranged if necessary.

- a. Maintenance, bus drivers, and vehicle drivers must call in one (1) hour prior to the start of their shift on the day of absence
- b. Daytime custodians must call in one (1) hour before shift on day of absence
- c. Night custodians/maintenance must call in by 12:00 noon on the day of absence
- d. Day shift housekeeping must call in one (1) hour prior to the start of shift on the day of absence. Afternoon housekeepers must call in four (4) hours prior to the start of shift on the day of absence
- e. All educational support staff/clerical must call in at least one (1) hour before shift on day of absence
- f. Cafeteria must call in by one (1) hour prior to start of shift on the day of absence

An absent employee must call in before 2:30 pm the day of absence to report continued absence **or** return to duty the following day. Afternoon housekeepers will be required to contact building custodian by 7:30 am the following morning to report return to active duty **or** continued absence.

Personal Leave

Utilize the Classified Personal Leave form found on the district website under Central Office, Human Resources, Human Resources Forms.

Professional/School Business Leave

Utilize the Professional/School Business Leave application by contacting the office of Curriculum and Instruction.

Jury Duty

When you are called for Jury Duty complete the APPLICATION FOR LEAVE OF ABSENCE FOR JURY DUTY found on the district website under Central Office, Human Resources, Human Resources Forms. Attach a copy of your jury summons to the application. Send both to Human Resources for approval.

Return to Work

The district requires each classified employee to fill out a Report of Absence Form for every full or partial sick day, personal day, jury duty or any other absence used. **Return the completed form to your supervisor or building secretary the day you return to work.**

Vacations

Vacations are earned by full time employees for periods of continuous system wide service prior to September 1 of each year. Full time employees, for vacation purposes, are those scheduled to work thirty-five (35) or more hours per week on a regular basis. All employees shall schedule their vacation with their immediate supervisor. Vacations will be scheduled in accordance with operational needs three days in advance. In the event of conflict in the choice of vacation date, system-wide seniority shall prevail.

You must complete the VACATION REQUEST FORM found on the district website under Central Office, Human Resources, Human Resources Forms.

Return to Work

The district requires each classified employee to fill out a Report of Absence Form for every full or partial vacation day used. **Return the completed form to your supervisor or building secretary the day you return to work.**