

VERONA AREA SCHOOL DISTRICT

ABSENCE APPROVAL GUIDELINES

Below staff will find an overview of the procedures and definitions of paid general leave time off reasons available through the school district. The district recognizes that time off is needed and supported when it falls within the guidelines below. Any time off outside of the guidelines below (including unpaid time off) must be brought to the Human Resources Department for review. Time off will be reviewed and audited throughout the year. Any misuse of time off will be addressed through performance conversations.

Procedures

- All employees must use Skyward/Employee Access to report all absences. It is the responsibility of each employee to keep their login information private so others cannot use their access. Once logged in, employees are responsible for any information they provide, update or remove.
- Planned absences must be requested through Skyward/Employee Access/Time Off and approved by your supervisor as soon as the absence is planned and **at least 72 hours** prior to the requested start of the absence using the following process:
 - Log in to Skyward Employee Access using Google Single Sign On.
 - Select the “Time Off” tab on Employee Access then the “My Requests” option, then the “Add” link on the right side of the screen.
 - Enter the requested time off. Note, that a full-day absence for full-time teachers is considered to be 7.5 hours of leave time.
 - Please note that unpaid leave is considered on an exception basis for a “once in a lifetime” event.
 - Employees whose position requires a substitute must use Frontline Absence Management to secure a substitute by checking the “Sub Needed” box on the Skyward time off request screen. When the time off request is saved, the employee’s Frontline login screen should open, and a substitute request can be entered.
 - Please check with your supervisor on other site-based reporting expectations, including if there are others who you should notify of your absence.
- Unplanned absences must be recorded on Skyward Employee Access as soon as the absence is known and (except in case of emergency) **at least two (2) hours** prior to the start of the employee’s work day.
 - Employees who report an absence within two (2) hours of their start time or must leave work for illness/emergency during the work day must notify their supervisor after recording their absence in Skyward. Please check with your supervisor on other site-based reporting expectations.
 - Employees whose position requires a substitute must use Frontline Absence Management to secure a substitute by checking the “Sub Needed” box on the Skyward time off request screen. When the time off request is saved, the employee’s Frontline login screen should open, and a substitute request can be entered.
 - Please check with your supervisor on other site-based reporting expectations, including if there are others who you should notify of your absence.

Absence Types and Information

Time off requests listed below can be taken in increments of time, not just full days and half days.

REASON	EXPLANATION REQUIRED	COMMENTS
PERSONAL DAYS		
Personal Day (see Employee Handbook)		<ul style="list-style-type: none"> ● See employee handbook for the number of members per building that may use this leave on any one day ● No personal days shall be taken on the day before or after an unpaid break or holiday except as approved by the building administrator/supervisor after consultation with Human Resources ● In no instances may personal days be scheduled on work days designated as professional development days on an employee's work day calendar ● Only one (1) personal leave day may be used after April 30th for any school-year (10/11 month employee) ● Personal leave days must be used prior to May 24th for any school-year (10/11 month employee) ● The employee's supervisor must be notified, approval given, and the absence entered into Skyward and AESOP/Frontline (if the position requires a sub) at least three (3) days prior to the planned absence. Employees should not make financial commitments for days off associated with personal days until after approval is given
GENERAL LEAVE REASONS		
Academic Conference (general leave)		<ul style="list-style-type: none"> ● General leave is deducted from the employee's leave bank
Adverse Weather/School Emergency		<ul style="list-style-type: none"> ● May only be used for days officially called by the district
Athletics Dept Time Off		<ul style="list-style-type: none"> ● May only be used for employees who are coaching a VASD team, and need to be away from work for team events
Doctor/Dentist		<ul style="list-style-type: none"> ● Time off is limited to the time of the appointment and travel time. Any additional time off needs to follow the other general leave guidelines. Full-day absences will require further documentation to confirm the need for a full day. ● No approval for pets that are ill or need to go to the vet
Emergency- Immediate Family	Yes	<ul style="list-style-type: none"> ● One occurrence allowed per year, unless approved by Human Resources ● Examples include residential property damage, vehicle accident, unplanned daycare closure, pet emergencies.
Family Wedding	Yes	<ul style="list-style-type: none"> ● Need location of wedding ● Up to one (1) day for a family wedding or where the employee is member of the wedding party; up to two (2) days if outside of Dane County
Field Trip		<ul style="list-style-type: none"> ● Work-related (not for own child unless in employee's class)
Floating Holiday		<ul style="list-style-type: none"> ● Must be used within the contract year. Available to hourly, CTS, and administrators only.
Funeral/Bereavement of Relative/Friend		<ul style="list-style-type: none"> ● Any time beyond 5 days should be reviewed by HR in the event other leave reasons might be more appropriate (FMLA for example)
Graduation of Family Member	Yes	<ul style="list-style-type: none"> ● Need location of graduation ● Up to one (1) day; up to two (2) days if outside of Dane County
Illness of Employee (self)		<ul style="list-style-type: none"> ● Consecutive time off in excess of 5 days may require FMLA certification and paperwork. Please contact HR for more information.
Illness of Immediate Family Member		<ul style="list-style-type: none"> ● No approval for pets that are ill

REASON	EXPLANATION REQUIRED	COMMENTS
		<ul style="list-style-type: none"> Consecutive time off in excess of 5 days may require FMLA certification and paperwork. Please contact HR for more information.
Jury Duty		<ul style="list-style-type: none"> Supporting documentation must be forwarded to Payroll/Benefits Office
Legal Involvement	Yes	<ul style="list-style-type: none"> Examples of Explanation: court, divorce, house closing, child support. Time off is limited to the time of the appointment and travel time. Any additional time off needs to follow the other general leave guidelines. Full-day absences will require further documentation to confirm the need for a full day.
Low Utilization Incentive		<ul style="list-style-type: none"> Employees who use 3 or fewer general leave days in any given year shall be allowed to utilize one (1) day the following school year from their general leave allocation, subject to usage restrictions for personal days.
Meeting		<ul style="list-style-type: none"> Work-related/on-site, no leave time deducted
Mental Health/Personal Wellness Day (see Employee Handbook)		<ul style="list-style-type: none"> To be used to relieve work stress or renew vitality, not to be used as a vacation or other VASD leave reason. Cannot be taken the day before/after a vacation period/holiday Cannot be scheduled days/week(s) in advance
Military Service Proceedings	Yes	<ul style="list-style-type: none"> Includes graduation, call to active duty, and induction to service Up to one (1) day; up to two (2) days if outside of Dane County
Religious Holiday	Yes	<ul style="list-style-type: none"> Must be an official religious holiday; religious services are not covered
School Visit w/Child (PK-12 only)	Yes	<ul style="list-style-type: none"> Age of child required, leave only available for PK-12 children College moving and child sporting events not eligible
Testing		<ul style="list-style-type: none"> Work-related, no leave time deducted
Workshop/Conference (sent by VASD)		<ul style="list-style-type: none"> No leave time deducted

Questions

Time off questions should be sent to your supervisor and/or the HR Helpdesk (payrollbenefits@verona.k12.wi.us)