

HURLEY R-I SCHOOL DISTRICT

ATTENDANCE PROCEDURES

I need to miss a day of work. What do I do?

1. Email your principal for scheduled absences and which form of leave to be taken. Professional and bereavement must be detailed and approved. On rare occasions PTO leave could be denied by administrators.

I have missed work. What are my next steps?

1. Enter absences immediately into WebLink.
2. Any absence, including meetings, need to be entered into WebLink. If you require someone to COVER your class, then your absence must be entered and Payroll must be notified. If you arranged with an administrator to leave 15 minutes early and your class must be covered, then let Payroll know.

I am not going to miss work and it was submitted in Weblink. How do I stop the absence in WebLink?

1. Go into WebLink and RECALL the absence.
2. Notify administration and Payroll (Michelle) why you are recalling the absence. It could be an error in how it was entered or you are not going to be absent.
3. Once the absence is recalled, then *DELETE* the absence. This is key – you must delete it or it will still show up and come out of your balance.