

# Verona Area School District

## Absence Reporting Work Rules

Created August 27, 2007

Revised August 1, 2014

1. 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.
2. Planned absences must be requested through Skyward/Employee Access/Time Off and approved by a 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:
  - a. Log in to Skyward Employee Access using your VASD user name and password. (VASD Home Page/Links/For Staff/Skyward Employee Access)
  - b. Select the "Time Off" tab on Employee Access then the "My Requests" option, then the "Add" link on the right side of the screen.
  - c. Enter the requested time off. A full-day absence for full-time teachers is considered to be 7.5 hours of leave time.
3. The following General Leave codes require an explanation in the comments field:
  - a. Emergency - immediate family
  - b. Legal involvement
  - c. Family wedding
  - d. School visit (PK-12 only)
  - e. Graduation of a family member
  - f. Military service proceedings
  - g. Religious holiday
  - h. Unpaid leave – please note that unpaid leave is considered on an exception basis for a "once in a lifetime" event.
4. Employees whose position requires a substitute must use Aesop 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 Aesop login screen will open, and a sub request can be entered.
5. 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 must use the Skyward Employee Access portal on the District web page to report their absence.

Employees who do not have internet access at home to report their absence in Skyward must call the Aesop hotline at **800-942-3767** to place a substitute request. Employees must then record their absence in Skyward Employee Access when they report back to work.

6. 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. Other site-based requirements may include:
  - notifying the building's leave reporting secretary;
  - signing out on the building's sign out log; and/or
  - completing a shortened hours form (teachers only)Check with your supervisor for additional site-based reporting procedures.
7. By submitting information through the VASD network, you are attesting to the accuracy of the information submitted and the submission will serve as your electronic signature.
8. Employees are responsible for logging out of all systems and for exercising the necessary precautions when using publicly accessible computers.