

SECTION 5.02 – LEAVE

Contact: Payroll @ Extension 4160

A. Overview

Absences from work must be taken as paid or unpaid leave. Each employee is responsible for entering their own absence into the SmartFind *Express* System prior to, or on the day of their absence. Exceptions to an employee-entered absence include only the following reasons: Workshops, District Release, some Pre-Approved Testing Time (SWA, etc), or Administrative Leave. In fact, these reason codes are not accessible at the employee level – only an authorized Administrator can enter these absences. (Note: DRA absence (for use only by specific primary teachers) should be entered by the employee).

Each work day, the site Administrator (or their designated backup) will generate a report of absences for the current day. This report will give the site information about the absence and, if applicable, the substitute assignment. The report can be printed and posted or otherwise distributed, for staff communication. It is recommended that the report be generated at the beginning of each day, recognizing that an absent employee has the remainder of the day to post their absence.

The employee's supervisor must approve the use of leave. Also, depending on the type of leave, approval may need to be processed through the Supervisor of Benefits in Human Resources. Leave benefits vary by employee type and bargaining agreement.

B. References

Collective Bargaining Agreements Policy/Procedure – Series 5000
RCW 28A.400.210
RCW 28A.400.300
RCW 28A.400.380
RCW 38.40.060

C. Guidelines and Restrictions

- The Payroll Absence Verification Form, which indicates the employee's type of absence and hours taken, are due in Payroll each week.
- The appropriate principal/supervisor's signature is required before sending forms into Payroll.
- Most leave taken is generated by the SmartFind *Express* System which is used to assign and call substitutes for employee absences.
- All absences for each employee group is recoded in this system, whether requiring a substitute or not.
- The employees leave taken is periodically sent electronically through an import file to the payroll software (IFAS).
- This import file then automatically creates a timecard entry for recording the employee leave taken.

- If an employee fails to report their leave taken through SmartFind *Express* or if an adjustment to the leave reported needs to occur, then a Payroll Absence Verification Form must be completed and sent to payroll.
- The District is on an exception rule basis.
- The employee is assumed present unless leave is recorded through SmartFind *Express* or a Payroll Absence Verification Form is received in Payroll.
- The principal or supervisor of each location or department is responsible for the accuracy of the leave taken in their building.
- The Payroll Absence Verification Form and/or SmartFind *Express* job report is to be submitted to the principal or building manager on a daily or weekly basis for approval.
- Absences are reported for all regular employees who are paid on an hourly or monthly basis.
- Absences are not reported for casual employees such as substitutes on temporary assignments unless they are on contract.

D. CDH Codes

Payroll enters timesheet and leave information into the computerized payroll system using CDH codes. CDH codes are Contribution, Deduction and Hour codes used to identify different types of leave and pay information. The following is a list of CDH Codes frequently used in SmartFind *Express* and/or the Payroll Absence Verification Form for leave taken:

Certificated and Classified:

- 101 – Sick Leave
- 112 – Leave without pay
- 201 – Vacation
- 400 – L&I Leave
- 403 – Bereavement
- 406 – Military Leave
- 407 – Jury Duty/Court Appearance
- 408 – Religious

Certificated Only:

- 151 – IEP Release Days
- 101 – Child Care Leave/Child Health Care Leave (Will be deducted from Sick Leave)
- 431 – Personal Day
- 434 – Birth/Adoption

Classified Only:

- 100 – Serious Family Illness
- 420 – Personal Leave (Will be deducted from Sick Leave)
- 425 – Personal Leave (EAEOP only, with 5 years of service – NOT deducted from sick leave)
- 110 – Emergency Leave

E. Shared Leave Program

The purpose of the Shared Leave Program is to provide a mechanism to allow employees to donate annual (vacation) or sick leave to eligible employees.

- In accordance with one of the provisions below, and utilizing the Shared Leave Donation form, employees may donate annual (vacation) or sick leave to either a specific employee or to the Shared Leave Pool.
- Annual Leave (Vacation): An employee accruing vacation days may donate any number of those days provided he/she maintains a balance of at least 10 vacation days.
- Sick Leave (Illness, Injury and Emergency Leave): An employee may donate up to 6 days of sick leave in any twelve-month period, provided that the employee maintains a leave balance in accordance with the law.
- In accordance with all of the provisions below, and utilizing the Leave Request form, employees may receive paid leave from the Shared Leave Pool, if:
 - The employee is suffering from, or a relative or household member is suffering from, illness, injury, impairment, physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to:
 - Go on leave without pay status; or
 - Terminate his or her employment
- The employee's absence and the use of shared leave are justified, as confirmed in writing by the appropriate physician or health care provider.



Everett Public Schools Payroll Absence Verification Form

Please Print in Ink

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Employee ID# Last Name First Name Middle I. Location No.

Please indicate your job classification: _____ (i.e., *Teacher, Custodian, ParaEd, Office Personnel*)

Original Submission Revision Cancel Leave (previously recorded and verified in SmartFind Express)

<u>Description</u>	<u>Payroll Code</u>	<u>Notes</u>
Association / Union Leave	405	Requires prior approval from supervisor and HR
Bereavement	403	Specify relationship: _____
Birth of Baby / Adoption	960	Certificated staff only
Emergency Leave	110	Reason: _____
Jury Duty	407	Summons must be attached
Leave Without Pay	112	Requires prior approval from supervisor and HR
L&I Leave	400	Specify date of injury: _____
Military Leave	406	Government orders must be attached
Personal Day – Certificated	431	Certificated staff only
Personal Day – Classified	420	Classified staff only, deducted from sick leave. Requires prior approval from supervisor.
Personal Day – EAEOP and Nurses	425	Not deducted from sick leave. EAEOP must have two years continuous serve.
Serious Family Illness	100	Classified staff only. Relation of family member (spouse, child, parent) _____
Sick Leave	101	
Vacation	201	Requires prior approval from supervisor
Witness / District Related Court Appear.	411	Subpoena or court order must be attached

Date of Absence	Payroll Code Number	Hour(s)	Was this record in SmartFind Express? (Y/N)

Employee Signature: _____ Date: _____

Principal/Supervisor's Signature: _____ Date: _____