

# Superintendent's Regulation 9700-R

## EMPLOYEE TIME RECORDING AND VACATION USE

8/27/2014  
Date

Approved Upon Superintendent's Initials

This Regulation shall be effective September 1, 2014.

### I. OBJECTIVES/SCOPE

20 days in advance for vacation; 3 days for personal

Timely **requests** for paid time off and appropriate time entry and approval are essential to the smooth operation of the departments and the District. Failure to comply with these guidelines and all policies and contract provisions regarding vacations, time entry, approval, or vacation cash-out requests may result in disciplinary action for employees and/or **supervisors** up to and including termination.

### II. REQUIREMENTS

Please adhere to timeline for time off

#### a. Absences

The guidelines for allowable absences for all employees in a collective bargaining unit are in the applicable collective bargaining agreement ("CBA"). (Please refer to Sections 11 & 12 of the ASAR CBA, Article XVII of the BENTE CBA, Article 41 of the RTA CBA, or Section 23 of the RAP CBA). Guidelines for SEG employees are in the SEG Rules.

A **Request for Absence** form is to be completed for all absences. Requests for anticipated absences including conferences, vacation, and personal days should be completed within the time frames required by the applicable CBA or Rules, as follows:

- All requests must be submitted either in hard copy or via email to the immediate supervisor or department head.
- A signed form will be sent back by the supervisor or his/her designee to the requesting employee via email or hard copy for the employee's records. A copy must be maintained by the supervisor and by the employee.

ASAR will review the above information with CO supervisors as they are well aware that timelines have been an issue.

- Unexpected absences, including illness and family illness days, **must be followed up with a request for absence upon return to work**; this will provide a record for reference. Illness days may be used only for purposes provided by the applicable CBA and generally are limited personal illness, family illness (up to a limited number of days), and religious observance (up to a limited number of days)

- Employees must notify their immediate supervisor by telephone of an unexpected absence before the start of the regular work day; this includes a change in work schedule (e.g. reporting late). If a supervisor tells an employee that an alternative form of communication is permitted, such as an email or text message, then that method may be used to indicate an absence or expected late arrival time and reason for the absence or tardiness.

ASAR supervisors must make sure your guidelines are in writing for reporting absences for those that report to you.

Please refer to the applicable CBA for the requirements for providing a Certificate of Personal Illness from a medical professional for consecutive days of illness or illness immediately preceding or following a paid holiday.

To the extent an employee is allowed to use a personal day before or after a holiday, employees may only use a personal day on the work day immediately preceding or following a paid holiday with express permission from one of the Deputy Superintendents. A supervisor receiving a request for a personal day before or after a holiday should submit it to the Deputy Superintendent to whom he/she reports. Such requests should be limited to extraordinary circumstances. This provision does not supersede the express terms of any of applicable CBAs.

ASAR supervisors do not approve. Send to appropriate Deputy Superintendent.

Supervisors who approve paid time off in violation of this regulation or the requirements of the CBAs will be subject to discipline up to and including termination.

## b. Time Entry

All employees are personally responsible to ensure that their absences are correctly accounted for in PeopleSoft or the appropriate system (e.g. Smartfind) before the close of the time entry period in which leave is taken. The PeopleSoft system can be accessed via any district computer or via the internet from any device utilizing the website at [externalaccess.rcsdk12.org](http://externalaccess.rcsdk12.org). If employees have trouble with external access they should notify a supervisor or IM&T immediately. If time is not recorded before the close of the time entry period, the employee must notify his/her supervisor immediately of the error and request that the supervisor enters the correct time, or a payroll correction form must be completed.

Be sure to establish protocol (paper documentation i.e. – notebook) for recording absences.

Supervisors are responsible for ensuring that their subordinates' time entries are consistent with time the subordinates are actually working and the use of leave time prior to approving employees' time. However, this does not relieve the subordinate of the responsibility to ensure accurate time recording. Employees who fail to ensure that their time is accurately recorded or that subordinate's time entries are accurate will be subject to discipline up to and including termination.

All ASAR supervisors should know how to approve time.

**c. Vacation Cash Out**

Cashing out of unused vacation days is available to members of ASAR, BENTE, and SEG. The guidelines for how many days may be cashed out and the procedures for cashing out vacation time are governed by the ASAR and BENTE Contracts and the SEG Rules. All employees who are eligible for vacation cash out must familiarize themselves with the applicable rules and comply with these rules.

Prior to requesting payment for vacation day, all employees must ensure that they have accurately recorded all prior vacation use and that they have available days to be cashed out. Failure to do so will result in discipline up to and including termination.