

Emergency Day Request Procedures

[How to Submit the Emergency Day Request Form](#)
[Logging into Unified Talent for the First Time](#)

Per Board Policy [GCBDA](#) and [GDBDA](#), Paid Day Off (PDO) / Paid Time Off (PTO) shall not be used on the following days:

1. Inclement weather when school is in session.
2. Before or after a holiday. (Last work day that occurs before or after a holiday and before or after spring break would be considered an emergency day).
3. Early release days when an in-service is scheduled.
4. First and last week of school.

[Emergency Day Calendar](#)

Employees requesting time off on an emergency day should:

1. Complete the Emergency Day Request Form through [Unified Talent](#) (see link at top of the page).
2. Once completed, a notification is sent to the supervisor to approve and then notification is sent to Human Resources.

Instructions for Requesting a PTO or PDO on an Emergency Day (two weeks prior notice is required when possible): **Frontline/Aesop Users:**

- Complete the [Emergency Day Request Form](#) (see link at top of the page).
- Human Resource will notify you if your request has been approved or not.
- To ensure a substitute is secured, you may enter your absence as normal prior to approval in Frontline/Aesop using the correct absence code (#17 Illness Family, #18 Illness Personal or #30 PersonalOther).
- If your request is approved, Human Resources will enter an approval on your timesheet in Workforce. ● If your absence is not approved, it will be entered in Workforce as a day without pay.

WorkForce Users:

- Complete [Emergency Day Request Form](#) (see link at top of the page).
- Human Resource will notify you if your request has been approved or not.
- If your absence is approved, your absence will be entered in WorkForce for the date requested.
- If your absence is not approved, your absence will be entered into WorkForce as a day without pay.