



## GUIDELINES FOR ENTERING LEAVE IN FRONTLINE ABSENCE MANAGEMENT

### **Administrative Leave:**

Administrative leave includes leave for employees to accompany students on a field trip, athletic event or band/chorus performance, for jury duty or for an employee to go to court when that employee has been issued a subpoena to appear, or military leave. Supervisors are required to discuss the use of administrative leave for personnel matters with the Superintendent or designee prior to the leave being assigned.

Administrative leave should only be recorded in following circumstances:

- Employee/coach is accompanying students on a field trip, athletic event or band/chorus performance **and** a substitute is required.
- Employee has been called for jury duty or has been subpoenaed to appear in court. The employee must scan and upload the appropriate documentation into *FRONTLINE ABSENCE MANAGEMENT*. \*\*\*See details for this process at the end of this document.
- Employee is on military reserve duty, not to exceed three (3) days **and** a substitute is required.

*Do not* record Administrative leave in the following circumstances:

- Employee/coach is accompanying students on a field trip, athletic event or band/chorus performance and a substitute *is not* required.
- Employee is on extended military leave. This will be recorded by the central office.

### **Annual Leave:**

All requests for annual leave must be recorded in *FRONTLINE Absence Management* and approved in advance by the supervisor.

### **Leave without Pay (LWOP):**

Leave without Pay must be approved by the supervisor and Superintendent. The employee should email his or her direct supervisor with the request and the reason for the request. The supervisor will forward the request to the Superintendent.

### **Personal Leave:**

All requests for personal leave must be recorded in *FRONTLINE Absence Management* and approved in advance by the supervisor.

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## **Professional Leave:**

All requests for professional leave must be recorded in *FRONTLINE Absence Management* **and** must be approved in advance by the supervisor and the Assistant Superintendent for Instruction and Support Services.

Professional leave includes leave for employees to attend a conference, training, or continuing education class.

All expenses related to the professional development should be recorded in the “Notes to the Administrator” section in *FRONTLINE Absence Management*. For example, Leadership Conference Richmond, 11/1-11/3, Registration \$xx, Lodging \$xx, Meals \$xx, Travel \$xx (staff should also indicate whether or not they need the use of school division vehicle).

If there are no expenses to report then the employee should state “no expenses to report” in the **Notes to the Administrator**. *Note: Administrators will deny the leave request if the employee fails to complete the Notes to the Administrator.*

If the registration is to be paid from the central office, send the completed Professional Leave Request Form (PLR) with the registration attached to the Finance Coordinator so payment can be made. PLR must be received in the Finance Office at least seven (7) days prior to the registration deadline. PLR Form and instructions can be found online: PCPSnet/Frontline Absence Management (must sign-in to see form).

## **Unified Leave:**

All requests for unified leave must be recorded in *FRONTLINE Absence Management*. Unified leave includes the following categories:

**Sick - Self:** Does not require prior approval of the supervisor.

**Sick - Family:** Does not require prior approval of the supervisor. Sick – family leave may be used when the employee’s immediate family\*\* is sick and cannot exceed three (3) consecutive days. More than three (3) consecutive days must be approved by the Superintendent.

**Religious holidays:** Does not require prior approval of the supervisor.

**Bereavement:** Does not require prior approval of the supervisor. Bereavement leave may be taken in the case of death in the employee’s immediate family\*\*. Employee may use up to five (5) days of unified leave.

**Emergency:** Emergency leave must be approved by the supervisor and Superintendent. The employee should email his or her direct supervisor with the request and the reason for the request. The supervisor will forward the request to the Superintendent.

*\*\* Immediate family includes parents, foster parents, step-parents, spouse, children, parents-in-law, brothers and sisters-in-law, sons and daughters-in-law, grandparents, grandchildren, and any relative of the employee or employee’s spouse living in the household.*

\*\*\* Additional details for entering Administrative Leave for a **jury summons or subpoena** related to school matters (i.e. attendance, disciplinary matter, serve as a witness for a custody hearing).

1. The employee should notify his or her administrator that they have been summoned/subpoenaed and the date(s) of service.
2. For the date(s) the employee knows when he/she will serve on the jury/subpoena, the employee should enter the absence into Frontline Absence Management as ADMINISTRATIVE LEAVE.
3. The employee should scan and save the jury summons/subpoena.
  - a. The employee should attach the summons/subpoena to the absence request in Frontline.
  - b. The employee should email a copy to the Finance Coordinator (Jean Rae Hulstine) so it can be tracked for payment.
4. Repeat for any additional days required for jury duty/subpoena.
5. When the employee serves on the jury and receives payment from the court, he/she should endorse it "pay to the order of PCPS," sign their name, and send it to Finance Coordinator (Jean Rae Hulstine) at the SBO.