

## **SCHEDULED ABSENCE APPLICATION GUIDELINES**

1. All employees must complete a Scheduled Absence Application and electronically attach the absence form in AESOP at least 2 weeks prior to being out of the building on school business. Last minute/emergency requests must have verbal permission from the Assistant Superintendent prior to submission. **NO APPROVAL, NO ABSENCE!** Please Note: **Substitutes will not be able to view or be assigned until final approval.**
2. All employees should be using the "**Scheduled Absence Application**" form which can be found on the district website under Staff Tools > Scheduled Absences.  
**THIS FORM IS TO BE USED FOR ALL SCHOOL BUSINESS ABSENCES.**
3. \*Overnight lodging arrangements must be reserved directly with a hotel establishment or reserved hotel room block- no third party booking agents are permitted (such as Airbnb, Booking.com, etc.).
4. If expenses are being incurred, the Scheduled Absence Application form must include an account code.
5. *The form should be complete and electronically attached by the applicant and, if reimbursement is being requested, an estimate of those costs should be listed on the form. Employees may be responsible for costs incurred due to cancellation.*
6. After the event/activity, each employee is to complete Page 2 of their form verifying attendance at the event and return a hard copy to their Principal/Administrator. A hard copy of all forms must be returned within 2 weeks in accordance with the timelines stated in the negotiated agreement. If the event was cancelled or the employee did not attend, that information should also be noted on the form and signed by the Principal/Administrator and forwarded to the Assistant Superintendent's office.
7. If no reimbursement is involved, the top section (Verification Form) on Page 2 of the form needs to be completed and signed by the Principal/Administrator and a hard copy forwarded to the Assistant Superintendent's office.
8. If reimbursement is requested, both the top and bottom sections (Expense Voucher) on Page 2 of the form needs to be completed, expenses itemized, detailed receipts attached and attendee and Principal/Administrator must sign a hard copy with all detailed receipts attached and forward to the Assistant Superintendent's Office.
9. Staff members should make a copy of their receipts for their own records before submitting for payment.
10. The Treasurer's office can make available '**Tax Exempt**' forms to be used to help defray the cost of taxes.

### **## In-District Meetings: ##**

For group meetings (i.e., grade level meetings), the originator can complete one form with a list of all attendees. The list should indicate absence date, attendee, building, full/half day absence, and substitutes, if needed. Confirmation of attendees after the event should be completed and returned to the Assistant Superintendent's office by the originator. Names of those employees who did not attend the in-district trainings will be forwarded to Human Resources by the originator.

**\*\*\*Administration reserves the right to limit the number of scheduled absences.\*\*\***

## **Overnight Lodging Arrangements**

When reserving a hotel room...unless the group or seminar has a block of rooms to reserve under, \*call the hotel directly and ask for the 'regular daily rate' rather than the 'advance purchase rate - even if it looks less expensive. (Advance purchase rates charge *your* credit card immediately, are non-refundable, do not allow taxes to be exempted and cannot be cancelled.)

Once the reservation is complete, the hotel will email you a reservation confirmation. Email that confirmation to Heather Burdette so that the room charges can be shifted from your credit card to the District credit card and, since the District is a tax exempt entity, any possible taxes can be exempted.

Hotels always require a credit card upon check in. Provide the same card used to reserve the room. Typically, a 'hold' will be placed on your card for 'incidentals'. Since this is your reservation, it is also your responsibility to cancel, if necessary, within the hotel's policy timeframe.

\*Do not book the reservation using 3<sup>rd</sup> party booking agents such as Airbnb, Booking.com, etc.

If there are any questions contact:

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