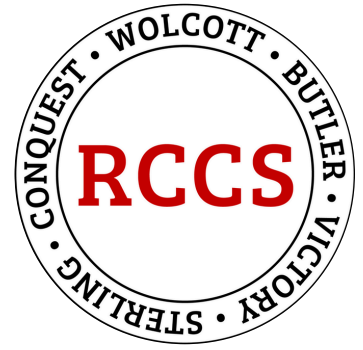


# Absence Procedures



Refer to your contract for more information about leave time. Improper use of leave time may result in discipline.

## Types of Leave

### Sick

You are feeling ill and not able to work, you have a doctor's appointment, you are caring for a sick family member, you have had a surgery, etc.

### Personal

You have business that cannot occur outside of business hours. Personal leave **may not** be used for recreation or vacation. Personal leave **may not** extend a break or holiday period.

### Vacation

You may use this whenever you are absent from work (does not require a specified reason or have restrictions). Vacation is only available to 12-month staff.

### Floating Holiday

CSEA staff **only**. You may use this similar to a vacation day. It may not be used on an instructional day.

### Dock Days

**Must** be requested from the Superintendent in writing. You are responsible for 100% of the cost of your insurance (your regular deduction and the District share) while out.\*

\*This does not apply if the leave is an FMLA leave

## Leave Request Process

- 1 As soon as you know that you will need a day off, let your supervisor know.
- 2 Log into [www.wincapweb.com](http://www.wincapweb.com) and enter the leave request by going to "My Leave Requests". Make sure you choose what type of day you are requesting and submit the request fully.
- 3 Your supervisor will receive an automated notification that you have requested the day and can review and approve the request electronically.
- 4 Review your next paystub to verify that your attendance balances have been reduced appropriately. For a detailed report of your days used, go to [www.wincapweb.com](http://www.wincapweb.com) and select "My Attendance Activity".
- 5 If you need to make any changes to your request and it has already been processed, email your request to the payroll office. The change will be processed after administrator approval is received.