

Absences

Please remember that anytime you are absent from work, you need to enter a leave request through WinCapWeb, in addition to your department's reporting requirements. **All requests need to be entered by the employee**, and not the department.

Sick 1-5 days

Employee must follow their department call-in procedure. Employee must enter a request in WinCapWeb to use sick time. If employee has no sick time available, a request should still be submitted via WinCapWeb.

2-hr Medical Appt:

Sick leave may only be taken in 2-hour increments if it is for a doctor, dentist, or therapy appointment for the employee or a family member of the employee. This is allowable for BUP, BUSS, BPA, and PSP employees, with advance notice (refer to collective bargaining agreement for advance notice requirement). **PSP** must submit proof of appointment to Payroll_department@boces.monroe.edu within 5 school days of appointment. Proof not received within 5 school days will result in absence being changed to a .5 day.

Sick day 6+/FMLA

Employee must fill out the "Request for Extended Leave form in Frontline Central.

Further instructions will be sent to employees BOCES email.

Employee may not return to work until HR receives clearance from their Dr and notifies the employee they are cleared to return.

Professional Study LOA: Complete Unpaid Leave Request form in Frontline Central. Wait for approval.

Family Sick 1-5 days

Employee must follow their department call-in procedure. Employee must enter their family sick time in WinCapWeb.

Check collective bargaining agreement for number of family sick days allowed in a school/fiscal year.

2-hr Medical Appt for Family- PSP:

Email proof of appointment to Payroll_department@boces.monroe.edu within 5 school days of appointment. Proof not received with 5 school days will result in absence being changed to .5 day.

Workers Comp

If you are injured during the workday, you must immediately visit a Monroe One School Nurse to complete an accident report. The School Nurse will provide additional information. If your place of work is not a location that houses a Monroe One School Nurse, you are to call the Creekside Nurse's Office at 585-383-6416.

If you miss work or seek medical attention because of this injury, immediately notify HR at Workers_comp@boces.monroe.edu. You may not return to work until HR notifies you that you are cleared to do so. All correspondence and medical documentation is to be sent to the email address above.

Additional information is available at [Human Resources Office / Workplace Injuries \(monroe.edu\)](#)