

COLLINSVILLE COMMUNITY UNIT DISTRICT #10

201 WEST CLAY STREET • COLLINSVILLE, IL • 62234

WWW.KAHOKS.ORG • PHONE: 618.346.6350 • FAX: 618.346.6357



ABSENCE REPORTING PROCEDURES FOR UNIT 10 EMPLOYEES

ABSENCE FROM WORK DUE TO ILLNESS

Step 1. **Contact the district switchboard** at 346-6350, ext. 0 (Diana Warhoover) to report your absence. For an unexpected illness, please report your absence as early in the morning as possible or the day before if you are not feeling well and expect to be out the following day.

Step 2. **If requested by your administrator or supervisor, provide a courtesy contact to your school(s)** to report your absence for the day. You may wish to contact the office via **telephone call** or **email**. Please contact your building administrator or supervisor to determine the best way to inform him/her of your absence and/or if this step is desired.

Step 3. When you return to work following your illness, please contact the office to complete any necessary paperwork to insure your absence is reconciled with district records. Check with your individual school offices and/or supervisor regarding their procedures for this process.

ABSENCE FROM WORK DUE TO A PERSONAL DAY*—CEA AND CEA MEMBERS

Step 1. **Contact the district switchboard** at 346-6350, ext. 0 (Diana Warhoover) to request the use of a personal leave day 3 or more days ahead of your planned absence. **In the event of an emergency, the three day requirement can be waived. In such an instance, the employee should contact the switchboard to request the use of a personal day for emergency purposes.**

Step 2. **If requested by your administrator or supervisor, provide a courtesy contact to your school(s).** *See Step 2 under Absence from work due to illness above.*

Step 3. When you return to work following your personal day, please contact the office to complete any necessary paperwork to insure your absence is reconciled with district records. Check with your individual school offices and/or supervisor regarding their procedures for this process.

ABSENCE FROM WORK DUE TO A PERSONAL DAY*—ALL OTHER EMPLOYEES

Step 1. **Send a request for use of a personal day in writing** (Speedy Reply form--available in school offices or typed note or via email to Sharon Putz (sputz@kahoks.org) at least three days in advance of the requested personal leave day. Sharon will forward the note to me for approval. You will receive written approval status and the switchboard will be informed of your planned absence. **In the event of**

an emergency, the three day requirement can be waived. In such an instance, the employee should contact the switchboard to request the use of a personal day for emergency purposes.

Step 2. If requested by your administrator or supervisor, provide a courtesy contact to your school office. See Step 2 under *Absence from work due to illness* above.

Step 3. When you return to work following your personal day, please contact the office to complete any necessary paperwork to insure your absence is reconciled with district records. Check with your individual school offices and/or supervisor regarding their procedures for this process.

*Below are excerpts from the district contracts regarding use of personal days. Non-union employees should follow the steps outlined above.

CEAA

Article X, Section 6 (Page 24)

3. Any request for personal leave shall be made at least three (3) calendar days prior to the date requested (except in emergencies) to the District switchboard operator. Stating the reason for the request shall not be required.

CEA

Article XIII, Section 3 (Page 32)

3.1.3 Any notification of personal leave shall be made at least three (3) calendar days prior to the date of the leave (except in emergencies) to the switchboard operator. No reason need be given. A voluntary reason may be given if desired. It should be understood that personal leave is for important business reasons which cannot be transacted outside of school hours. Personal leave may not be taken for personal pleasure. Personal leave days cannot be used next to or adjoining vacation days or holidays.

Service Employees (Office Employees)

Article XI, Section 7 (Page 17)

3. Any request for personal leave shall be made at least three (3) calendar days prior to the date requested (except in emergencies) to the Director of Personnel's office.

Service Employees (Custodial and Maintenance)

Article IX, Section 10 (Page 11)

3. Any request for personal leave shall be made at least three (3) calendar days prior to the date requested (except in emergencies) to the Superintendent's or Superintendent's Designee stating the reason for the request.