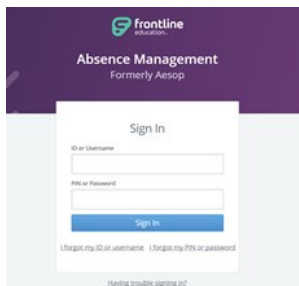


ABSENCE INFORMATION

When should I record my absence?

As soon as you are aware you will be out. You may record an absence at any time for the current school year. Absences for the next school year are not available until your first workday of the new school year.



Any time an employee is not present in the district, an absence must be recorded.

Where do I record my absence?

All employees should first record their absence in Skyward. If your position requires a substitute for this absence, then you will be prompted to record the absence in Frontline, formerly Aesop. Be sure the same reason code for the absence is recorded in Frontline and Skyward. Not all positions permit a substitute. Check with Human Resources office at 214-780-3012 if you believe there is an error.

Both Skyward and Frontline, formerly Aesop, are accessible on the HPISD website at www.hpsid.org under the STAFF tab.

What are restricted personal absence days?

Certain days have been indicated as restricted days for personal leave, also known as state personal leave. Refer to the restricted days calendar for those specific days for your campus/department. If you wish to seek an exception for the use of personal leave on a restricted day, you must complete the request for exception of restricted day form. If the restricted day personal absence is not approved, you will be required to record the absence as Leave Without Pay, LWOP. The restricted days calendar and the request for exception form are available on the Current Employee Resources webpage.

What are the different reasons for an absence?

More details are on the next page

Jury Duty Days

Local Sick Days

State Personal Days

Professional Development Campus Days

Professional Development District Days

Athletic Days

Student Competition Days

Field Trip Days

Leave Without Pay Days

Meeting/Parent Conf

Meeting– ARD/504/LPAC

Proctor Test Days

Vacation Days



How do I decide what type of reason to record for my absence?

Jury Duty Days—to be selected if called to serve for jury duty. Refer to the Employee Handbook regarding requirements for returning to work if not selected.

Local Sick Days—to be selected for personal or family illness, family emergency, a death in the family. If 5 or more consecutive days, doctor's note will be required to return to work.

State Personal Days—to be used at the employee's discretion, but must have advanced approval from supervisor. May be no more than 3 consecutive days of personal leave.

Athletic Days—to be selected when the absence is due to the requirement associated with Athletic duties for students in grades 7—12.

Student Competition Days—to be selected when the absence is due to the requirement associated with any Student Competition events for students in grades 7—12, not related to Athletics.

Professional Development Campus Days—to be used when attending training or professional development, whether in the district or outside of the district. Only to be recorded for in-district training when a substitute is required. When selecting Campus, this indicates the Campus is responsible for the cost of the substitute, typically through gift dollars. Employee should use CAMPUS unless specified to use DISTRICT.

Professional Development District Days—to be used when attending training or professional development, whether in the district or outside of the district. Only to be recorded for in-district training when a substitute is required. When selecting District, this indicates the District is responsible for the cost of the substitute. Only use when specified.

Field Trip Days—to be used when out of the classroom on a field trip, not to be confused with athletic or student competition days.

Leave Without Pay Days—to be used when employee no longer has available leave, or if denied the use of a personal day on a restricted day.

Meeting/Parent Conf—to be used when a substitute is needed for the employee to attend a meeting, parent conferences, grade level planning, or department planning.

Meeting— ARD/504/LPAC—to be used when a substitute is needed for the employee to attend an ARD meeting, staffing, 504 meeting, or LPAC meeting.

Proctor Test Days—to be used when a substitute is needed for the employee to administer testing. Employee must indicate the type of testing in the Description section under the Reason Code.

Vacation Days—these days are only provided to year-round staff and may be used at the employee's discretion upon approval by their supervisor.