



# COOK COUNTY SCHOOL DISTRICT 130

## *Human Resources Department*

12300 S. Greenwood Avenue  
Blue Island, IL 60406

Telephone: (708) 385-6800

Facsimile: (708) 385-8467

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### **Attendance Procedures and Expectations**

Each employee's presence at work is essential to the smooth operation of the district and the academic achievement of our students. All employees are expected to be present at work on a regular basis. The District understands that circumstances may arise that will prevent an employee from maintaining regular attendance at work. The District will support employees who are faced with circumstances that prevent them from being present at work. The District considers excessive absenteeism to be absences that occur without a legitimate reason.

#### **Sick Days**

##### **Teachers (Excluding staff that travels between buildings)**

- A teacher must contact their principal/administrator to inform them of their absence no later than 6:00 a.m. on the day of the absence. The teacher is required to provide a specific reason for their absence (personal illness, family illness, FMLA).
- After informing the principal/administrator of the absence, the teacher must enter the absence in the Absence Management system.
- The principal/administrator will receive an email notifying them of the teacher's absence. The principal/administrator must then approve the absence in the Absence Management system.
- Teachers are required to have adequate lesson plans available for the substitute teacher. Please have back up lesson plans prepared in case of an emergency.

##### **Employees that Travel Between Buildings**

- The employee must contact all of their principals/administrators, and the director of the program they are assigned to, if applicable, to inform them of their absence no later than 6:00 a.m. on the day of the absence. The employee is required to provide a specific reason for their absence (personal illness, family illness, FMLA).
  - *For instance, a speech language pathologist that travels to Lincoln and Whittier, would need to inform the Lincoln and Whittier building principals as well as the Director of Pupil Personnel Services.*
- After informing their principals/administrators of the absence, the employee must enter the absence in the Absence Management system.
- The principal/administrator will receive an email notifying them of the employee's absence. The principal/administrator must then approve the absence in the Absence Management system.
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### **Maintenance and Custodial Staff**

- All maintenance and custodial staff must contact the Director of Facilities and their building principal to inform them of their absence. Employees on first shift (6:00 a.m. to 3:00 p.m. or 6:30 a.m. to 3:30 p.m.) are expected to call in no later than two hours prior to the start of their shift. Employees on second and third shift (10:00 a.m. to 7:00 p.m. or 2:00 p.m. to 11:00 p.m.) are expected to call in no later than three hours before the start of their shift. The employee is required to provide a specific reason for their absence (personal illness, family illness, FMLA).
- After informing the Director of Building and Grounds and your building Principal of the absence, the employee must enter the absence in the Absence Management system.
  - *The Director of Facilities and/or building staff are not responsible for entering your absence into the Absence Management system.*
- The Director of Facilities will receive an email notifying them of the employee's absence. The Director of Facilities must then approve the absence in the Absence Management system.

### **Principals**

- A principal must contact the superintendent to inform them of their absence no later than 6:00 a.m. on the day of the absence. The principal is required to provide a specific reason for their absence (personal illness, family illness, FMLA).
- After informing the superintendent of the absence, the principal must enter the absence in the Absence Management system.
- The Superintendent will receive an email notifying them of the principal's absence. The superintendent must then approve the absence in the Absence Management system.
- If necessary, the superintendent will arrange for a substitute to cover the principal's absence.

### **All Other Employees**

- The employee must contact their immediate supervisor to inform them of their absence no later than 6:00 a.m. on the day of the absence. The employee is required to provide a specific reason for their absence (personal illness, family illness, FMLA).
- After informing the immediate supervisor of the absence, the employee must enter the absence in the Absence Management system.
- The immediate supervisor will receive an email notifying them of the employee's absence. The immediate supervisor must then approve the absence in the Absence Management system.



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**The following procedures apply to all district employees**

### **Personal Days**

- The employee must complete and submit a Request for Personal Day form to their immediate supervisor two days prior to the requested date. Custodians must submit their request to the Director of Assistant Director of Building and Grounds. The Director or Assistant Director of Building and Grounds will notify the building Principal of the personal day.
- The supervisor will approve or deny the request, and email a copy of the completed form to the employee and the Employee Benefits Coordinator in the Human Resources Department.
- If approved, the employee must enter the absence in the Absence Management system.
- The supervisor will receive an email notifying them of the absence. The supervisor must then approve the absence in the Absence Management system.
- Teachers are required to have adequate lesson plans available for the substitute teacher.
  - *Please see your collective bargaining agreement or your individual employment contract for information with regard to the number of personal days you are allotted each year, and limitations in place for using personal days.*

### **Bereavement Leave**

- Bereavement leave of up to three (3) days per occurrence can be taken for immediate family members, which include the following:
  - Spouse, parents, children, spouses of children, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.
- The employee must contact their immediate supervisor to inform them of the absence.
- After informing the immediate supervisor of the absence, the employee must enter the absence in the Absence Management system.
- The immediate supervisor will receive an email notifying them of the employee's absence. The immediate supervisor must then approve the absence in the Absence Management system.
- The employee must submit an obituary notice, program, etc. The document can be emailed to the Employee Benefits Coordinator in the Human Resources Department or uploaded into the Absence Management system. If the employee does not provide documentation, the day(s) absent will be deducted from their sick/personal leave.
- Teachers must have adequate lesson plans available for the substitute teacher. Please have back up lesson plans prepared in case of an emergency.



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### **Jury Duty**

- The employee must contact their immediate supervisor to inform them of a potential absence for jury duty as soon as they receive the summons.
- If the employee is called for jury duty, the employee must contact their immediate supervisor to inform them of the absence. The employee will enter the absence in the Absence Management system.
- The immediate supervisor will receive an email notifying them of the employee's absence. The immediate supervisor must then approve the absence in the Absence Management system.
- The employee must provide a copy of the jury duty summons and the check issued by the court. The documents can be emailed to the Employee Benefits Coordinator in the Human Resources Department or uploaded into the Absence Management System. If the employee does not provide documentation, the day(s) absent will be deducted from their sick/personal leave.
- Teachers must have adequate lesson plans available for the substitute teacher. Please have back up lesson plans prepared in case of an emergency.

### **Professional Development**

- The employee must complete a "Request to Attend Meeting/Seminar" form and have it approved by their immediate supervisor at least 21 days prior to the date of the meeting/seminar/workshop. The immediate supervisor will submit the form, with appropriate signatures and account numbers, to the Employee Benefits Coordinator in the Human Resources Department for processing.
  - *Employees are responsible for registering themselves for all professional development.*
- Once the paperwork has been processed, the Employee Benefits Coordinator will send confirmation to the employee via email. After the confirmation email has been received, the employee must enter the absence into the Absence Management system. The building secretary is responsible for double-checking the Absence Management system to ensure that the employee has entered the absence correctly and in a timely manner.
- The immediate supervisor will receive an email notifying them of the employee's absence. The immediate supervisor must then approve the absence in the Absence Management system.
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### **IEP Meetings**

- Principals and building secretaries will be responsible for entering IEP meetings into the Absence Management system, and ensuring that substitutes are requested.
- Teachers must have adequate lesson plans available for the substitute teacher. Please have back up lesson plans prepared in case of an emergency





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### Creating a Basic Absence

There are many things you can do and see on your absence management website. But as an employee, one of the most important things is the ability to create an absence. We have made it easy for you to do this right on the home page. Absence creation may look different for you depending on your District's settings. In most cases, you can create an absence right from the home page under the "Create Absence" tab.

**Create Absence**   **5 Scheduled Absences**   **4 Past Absences**   **0 Denied Absences**

Please select a date Need more options? [Advanced Mode](#)

**April 2014**

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

**Helpful Hint:**  
You can select multiple days individually or click-and-drag to select a range of dates.

**Substitute Required** ☒ **Yes**  
**Absence Reason**   
**Time**   
Please enter a valid time range using the HH:MM AM format.  
 to   
**Notes to Administrator** (not viewable by Substitute)  
255 character(s) left  
**Notes to Substitute**  
255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

No file chosen

**Shared Attachments**

Vanderbilt HS Code of Conduct.xlsx  
High School Rules



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- For more advanced absence scenarios, you'll want to click the Advanced Mode button. Click [here](#) to learn more about Advanced Mode Absences.
- Select the Date (or Dates).
- When selecting your absence date, simply click on the single day and it will be highlighted in blue.
- Note: Absences can be create up to one year in advance when created on the web.

A screenshot of a web application titled "Create Absence". The interface shows a calendar for April 2014. The date "Thu, Apr 17" is displayed at the top. The calendar grid shows days from Sunday to Saturday. The date "17" (Thursday) is highlighted in blue, and a red arrow points to it. To the right of the calendar, there are sections for "Substitute R", "Absence Re", and "Time". The "Time" section has a label "Please enter a v" and "HH:MM AM form".

- You can also click on multiple days to create a multi-day absence. The days do not have to be consecutive.



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- If you've got a larger number of consecutive days you'd like to select, simply click and drag your cursor to select the days.



## Entering Absence Details

- Once you've chosen the date(s) of the absence, its time to enter the rest of the absence details.





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Substitute Required

Yes

Absence Reason

Select One

Time

Please enter a valid time range using the  
HH:MM AM format.

Full Day

08:00 AM

to

03:00 PM

Notes to Administrator

(not viewable by Substitute)

Notes to Substitute

255 character(s) left

255 character(s) left

- Let's go over what each of these details mean:
- Substitute Required: This option may already be predetermined for you but you may have the option to choose if a substitute is needed for this absence. To change the option from Yes to No, just click to move the slider.

Substitute Required

Yes

- Absence Reason: Choose your absence reason from the drop-down list.



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### Absence Reason

#### Time

Please enter a valid time range using the HH:MM AM format.

#### Full Day

08:00 AM

to

03:00 PM

#### Notes to Administrator

(not viewable by Substitute)

A screenshot of a dropdown menu for selecting an absence reason. The menu is open, showing a list of options. The first option is "Select One" with a checkmark. The other options are: Bereavement, Comp Time, FMLA > Child, FMLA > Self, FMLA > Spouse, Illness, Jury Duty, Personal, Professional Dev, School Business, Vacation, and Workers Comp. A mouse cursor is pointing at the "Select One" option.

- Time: Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence?
- Depending on your district's setup you may have the option to choose a custom absence as well.

#### Time

Please enter a valid time range using the HH:MM AM format.

A screenshot of a dropdown menu for selecting a time type. The menu is open, showing a list of options: Full Day, Full Day, Half Day AM, and Half Day PM. A mouse cursor is pointing at the second "Full Day" option.

- If you do need to enter custom times, choose Custom from the drop-down and then enter the custom times in the boxes provided.
- Operational Details: There are a couple of optional things you can do as well before saving the absence.
- Notes: You have the ability to leave notes for your administrator and for the substitute who will be filling in for you. The notes you leave for the administrator will not be visible to the substitute. The notes you leave for the substitute will be visible to the administrator.



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### Notes to Administrator

(not viewable by Substitute)

255 character(s) left

### Notes to Substitute

Don't forget to feed Ringo, our classroom hamster! :)

202 character(s) left

- **Attach a File:** Absence management gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files.

- To attach a file, click the Choose File button and browse your computer for the file you want to attach. If you are using a web browser like Chrome or Safari, you may also be able to drag the file right into the drop area you see in the example below.
- Once you have added a file, you will see the name of the file in the File Attachments area. To delete, the file use the trash can icon.



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### Saving the Absence

- Once you have filled in all the required fields, click the Create Absence button at the bottom right corner.

**Create Absence** | 5 Scheduled Absences | 4 Past Absences | 0 Denied Absences

Fri, Apr 18

Need more options? [Advanced Mode](#)

**April 2014**

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

**Substitute Required** ☒ Yes

**Absence Reason**

**Time**   to

**Notes to Administrator** (not viewable by Substitute)

**Notes to Substitute**

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

[Choose File](#) No file chosen

[Lesson Plan.docx](#) [No Description...](#)

**Shared Attachments**

[Vanderbilt HS Code of Conduct.xlsx](#) [High School Rules](#)

[Cancel](#) [Create Absence](#)

- Once the absence is saved, you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the "Scheduled Absences" tab.



# COOK COUNTY SCHOOL DISTRICT 130

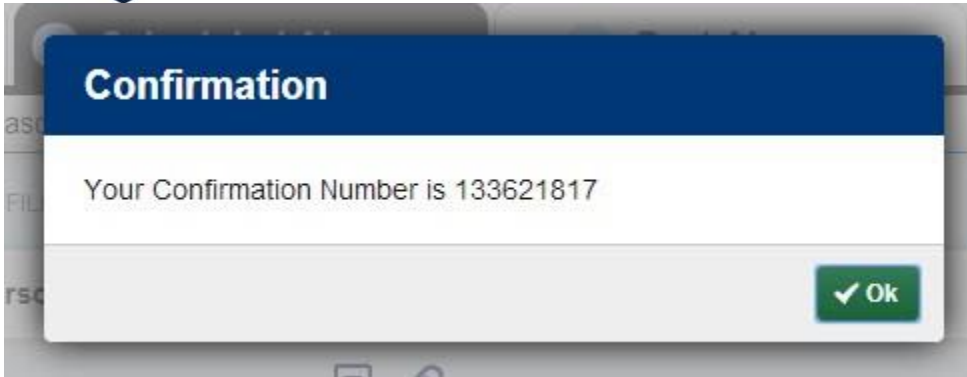
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- Congratulations! You're done entering your absence into absence management.