

CHEBOYGAN • OTSEGO • PRESQUE ISLE EDUCATIONAL SERVICE DISTRICT

6065 Learning Lane
(231) 238-9394



Indian River, MI 49749
(231) 238-8551 (fax)

To: All C.O.P. Staff
From: Peggy Bush, Payroll/HR
Date: March 13, 2019
Subject: Absence Reporting Instructions

Leave requests for scheduled appointments, personal days, vacation days, etc., should be submitted to your Supervisor ahead of time. For unanticipated sick days, staff are required to complete an absence report within five (5) days of returning to work (even if the absence was called in or reported via other means).

ABSENCE REPORTING PROCEDURES:

1. Report your upcoming absence to your Supervisor so coverage can be arranged as needed
2. Call the absence line at 231-238-9394 x 288 and leave a message reporting your absence.
3. Complete and submit an "Absence Report Form" within five (5) days of your absence.
 - Access the Absence Report Form on our website at www.copesd.org > Employment > COPESD Personnel Forms, or on the common drive under Absences>Absence Template
 - Complete the required fields on the form as you have in the past
 - Save the form in the following file format: **Save As > Last Name First Initial MMDDYY** where MMDDYY is the date of your absence, or the first day of consecutive dates of absence.
Example: bushp031319 Please note: No spaces! And the date is a SIX DIGIT date MMDDYY. I suggest that you create an "Absence Requests" file on your desktop where you can keep a copy of all your request documents.
 - Email the absence request document (as an attachment) to your Supervisor, putting **the file name in the subject line**....an example of the subject line would be **bushp031319**. This quickly identifies the nature of the email for your Supervisor's convenience.
 - When your Supervisor approves the leave request, it will be emailed back to you, so that you know your request has been approved, and also forwarded to Jen Prysok for entering into our attendance system (viewable when you log into the web portal to pick up your pay stub).
 - Any changes or cancellations to a previously approved absence request will need to go on a new Absence Report Form and submitted to your Supervisor, who will forward a copy to Jen after approval.
 - List the absent hours on your timesheet (if you are required to submit a timesheet)
 - Please track and verify your absences on the web portal (paystub link) for accuracy. Please contact me, Jen, or your Supervisor if you find a discrepancy. Although we do our best to ensure accuracy, sometimes an error may occur.

Thank you for your adherence to these procedures.

Jamie Huber, Superintendent
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