

Independent School District #118 Policy 447

Adopted: 10/22/98

Revised: ~~6/20/02, 1/15/04, 10/14/13~~, 9/12/17, 01/16/23, 1/26/26

447 EMPLOYEE ABSENCES

I. PURPOSE

- (a) Standardize the procedures for requesting leave
- (b) Acquire substitutes for absences
- (b) To monitor absences

II. GENERAL STATEMENT OF POLICY

All employees must submit their leave requests to their supervisor following the timeline requirements ~~of the~~ of the master agreement or applicable policy.

A. Teaching Staff

Teachers are required to use the Frontline system whenever they are to be absent.

B. Associate Staff

1. All associate employees are required to submit leave requests using the ~~Time Clock Plus~~ Time Tracker system.
2. When the employee will be absent due to illness or a special emergency, the employee must contact his/her immediate supervisor or the supervisor's designee by 6:30am. Second shift employees need to contact their supervisor by 9:00 a.m.
3. After notifying the supervisor, the associate employee ~~will put in the appropriate time off request needs to enter the sick leave or special emergency leave~~ in the SmartER system. Sick/ESST leave ~~cannot be paid until the sick leave request is entered~~ is entered in the SmartER system by the associate employee.

C. Penalty

Failure to comply may result in withholding Sick/ESST time until the employee enters their request.

D. MN Paid Leave

Starting January 1, 2026, Minnesota workers will have access to paid family and medical leave

Please see the Superintendent or designee for more information or contact the Paid Leave Contact Center by phone at 651-556-7777 or 844-556-0444 (toll-free)