

# Section 25

LEAVE REPORTING

Entering Leaves in  
Escape Online  
(Employee Absence)



## Entering Leaves in Escape Online

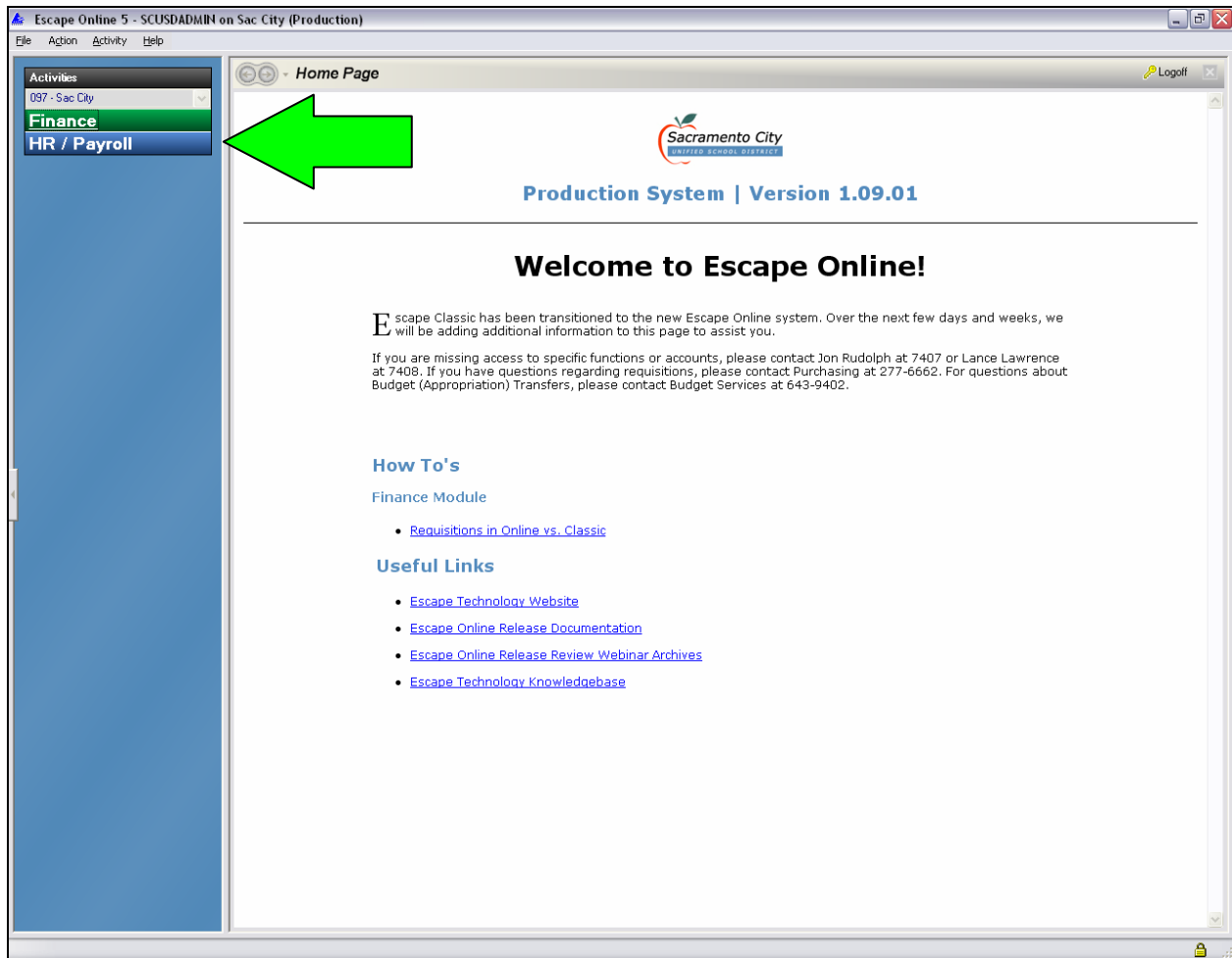
The Leave Transactions activity in Escape Online is used by site and department staff to enter leaves for employees at their location. Leave transactions can be entered and submitted by users that have access to the Leave Transactions activity. Once the batch is submitted, it must be reviewed and approved by the site administrator or department manager to authorize Payroll Services to post leaves for an employee. It is recommended that users enter leaves throughout the month, but no later than 3 business days after month-end, and that leaves are approved and submitted to Payroll Services for processing no later than 5 business days after month-end.

### Overview of How to Enter Leaves in Escape Online

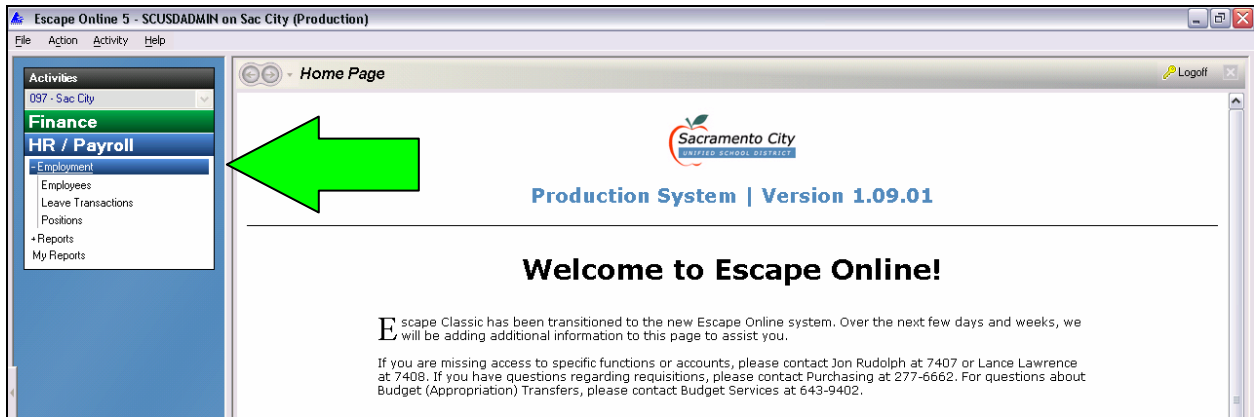
- Login to the Escape Online system.
- Under Activities, select HR/Payroll → Employment.
- Select Leave Transactions.
- Click the New button to begin entering leaves.
- Enter the reporting period (e.g. 03/01/2009 – 03/31/2009 Leaves) under Comment (required).
- Click on the Leave Usage Detail Tab and click on the New button to add a leave transaction.
- Select the Employee, Begin / End date, Leave Type, and enter the Amount (e.g. number of hours / days) and reason (if desired). Use the same date for Begin/End if one date is used for the leave.
- Click on the New button to add a new leave transaction or the Copy button to copy a previously entered leave transaction.
- Click the Save/Close button at any time to save your work.
- Prior to submitting the Batch, click on the Preview Item (next to Export button) to view the Leave Usage Batch Snapshot report – Leave06a.
- Click on the Printer icon to print the report to your local or network printer.
- Select the appropriate printer from the Name drop-down menu, and click the OK button.
- The Leave Usage Batch Snapshot report will start printing to the printer that you selected.
- Once you are ready to submit, highlight the batch listed on the List tab that you want to submit and click the Open button.
- Click on the Tasks button and select Submit.
- Click the Yes button to submit the batch for approval.

- Leave batches must be approved by the site administrator or department manager. Once they are ready to approve, the site administrator will need to login to Escape Online and navigate to HR/Payroll → Employment → Leave Transactions.
- Highlight the batch listed on the List tab that you want to approve and click the Open button.
- Click on the Tasks button and select Approve.
- Click the Yes button to submit the batch to Payroll Services for processing.

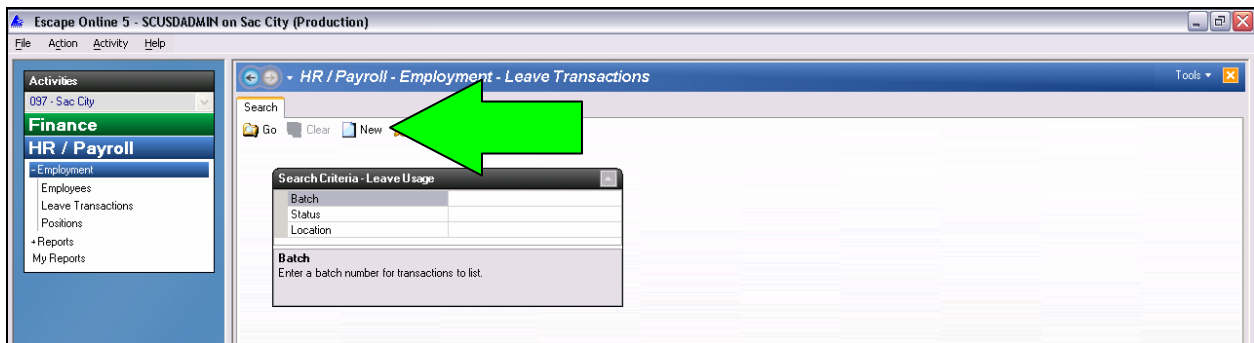
## Instructions on How to Enter Leaves in Escape Online



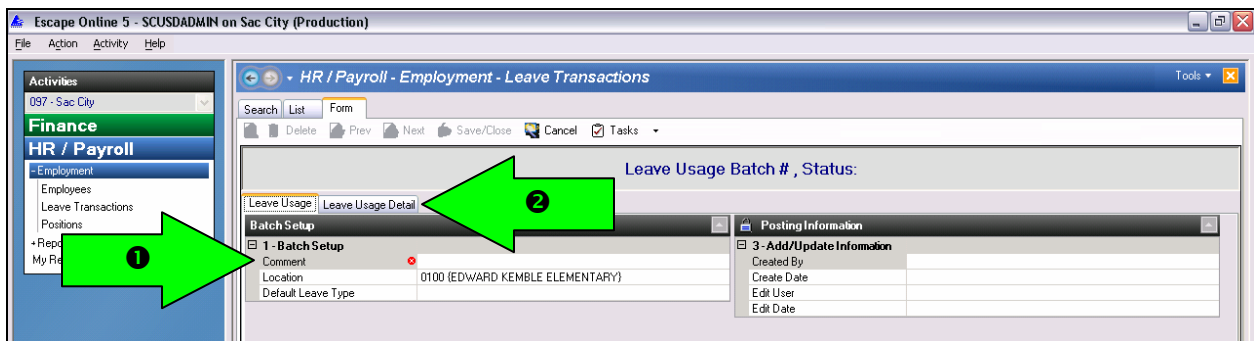
1. From the logged in homepage, click on HR/Payroll and then Employment to expand the Employment activity.



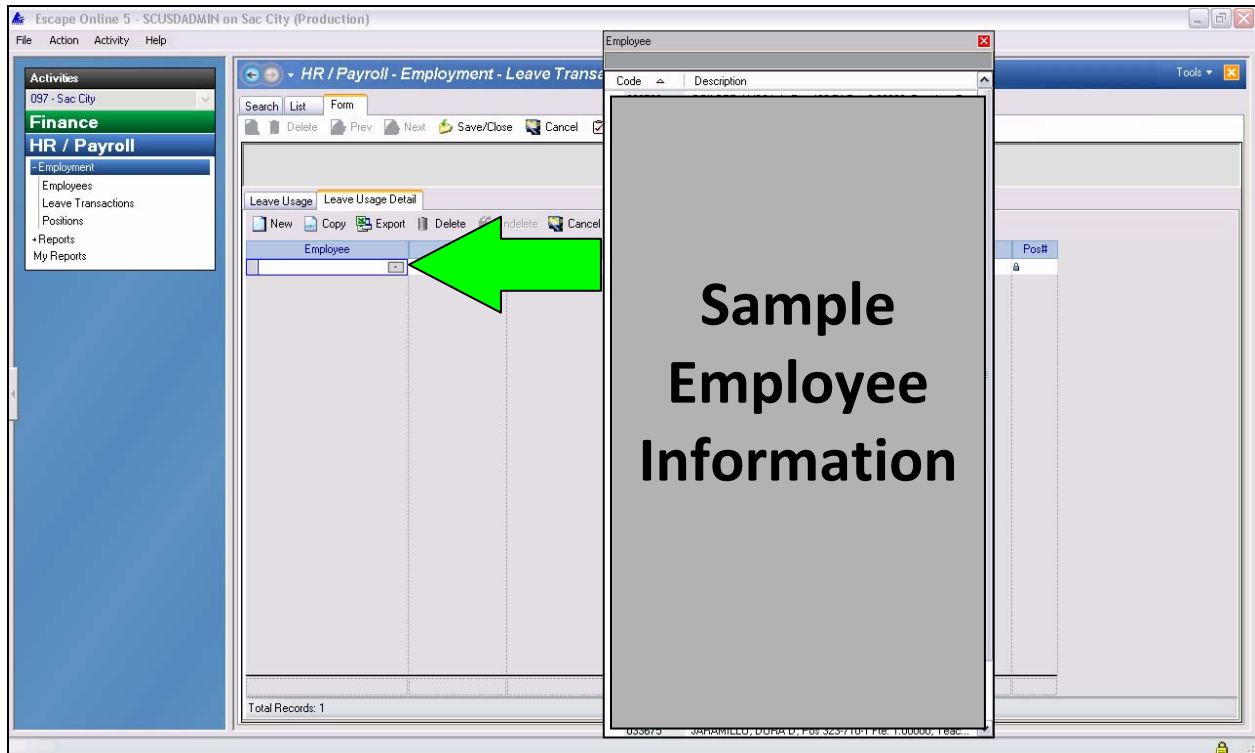
2. Click on Leave Transactions to view the HR/Payroll → Employment → Leave Transactions Search tab as shown below.



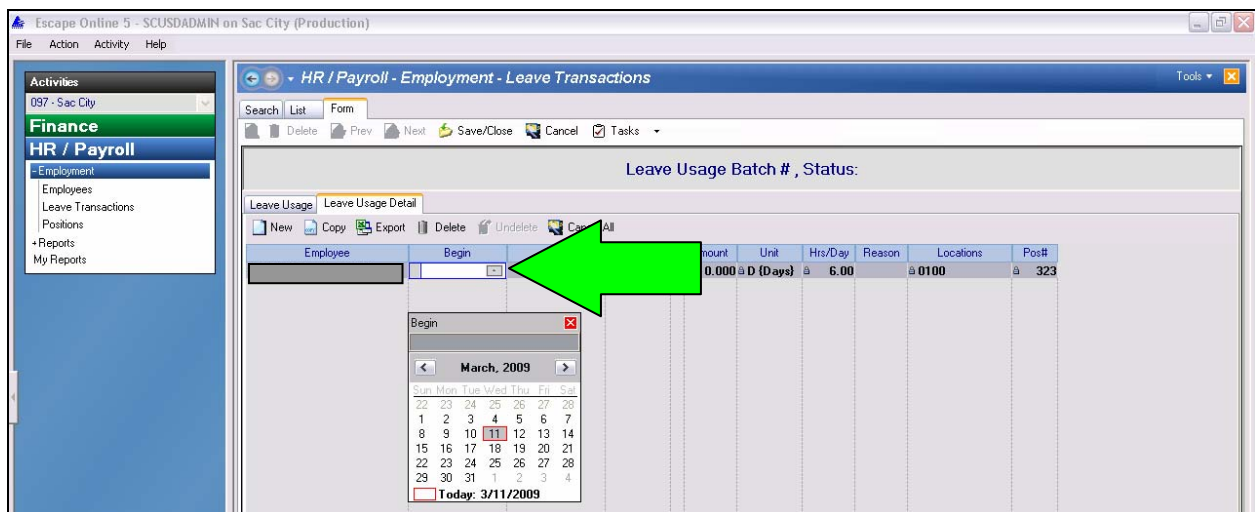
3. Click on the New button to begin entering Leave Transactions.



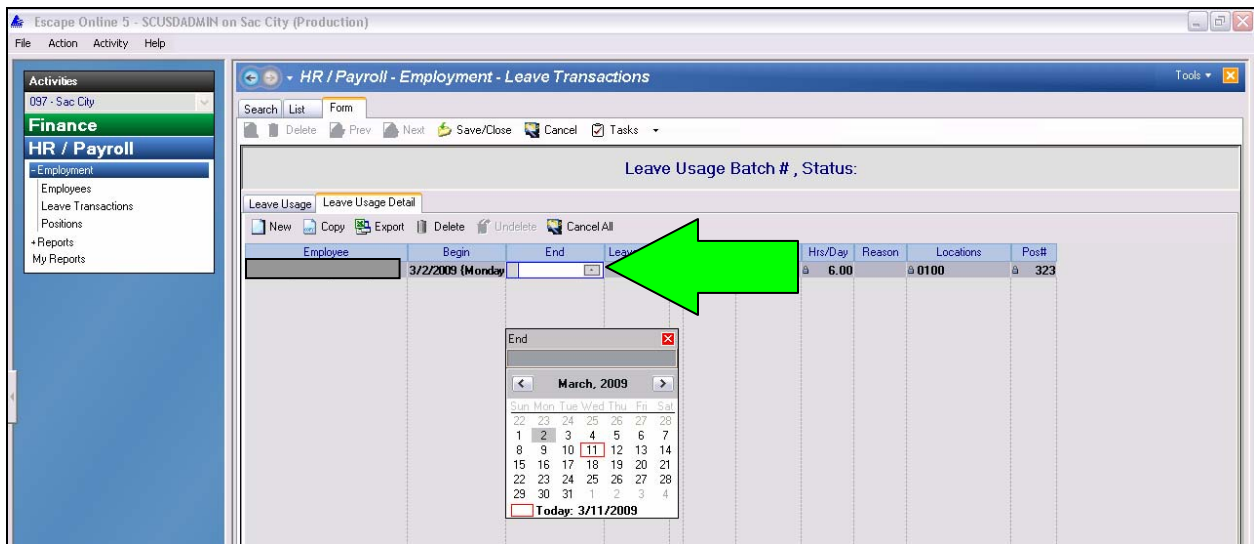
4. Under the 1 – Batch Setup section of the Leave Usage tab, enter the time period (e.g. March 2009) as a Comment (required), and select a Default Leave Type (e.g. SICK), if desired.
5. Click on the Leave Usage Detail tab to enter leave transactions for the Leave Usage Batch.
6. Click on the New button to add a leave usage transaction for an employee.



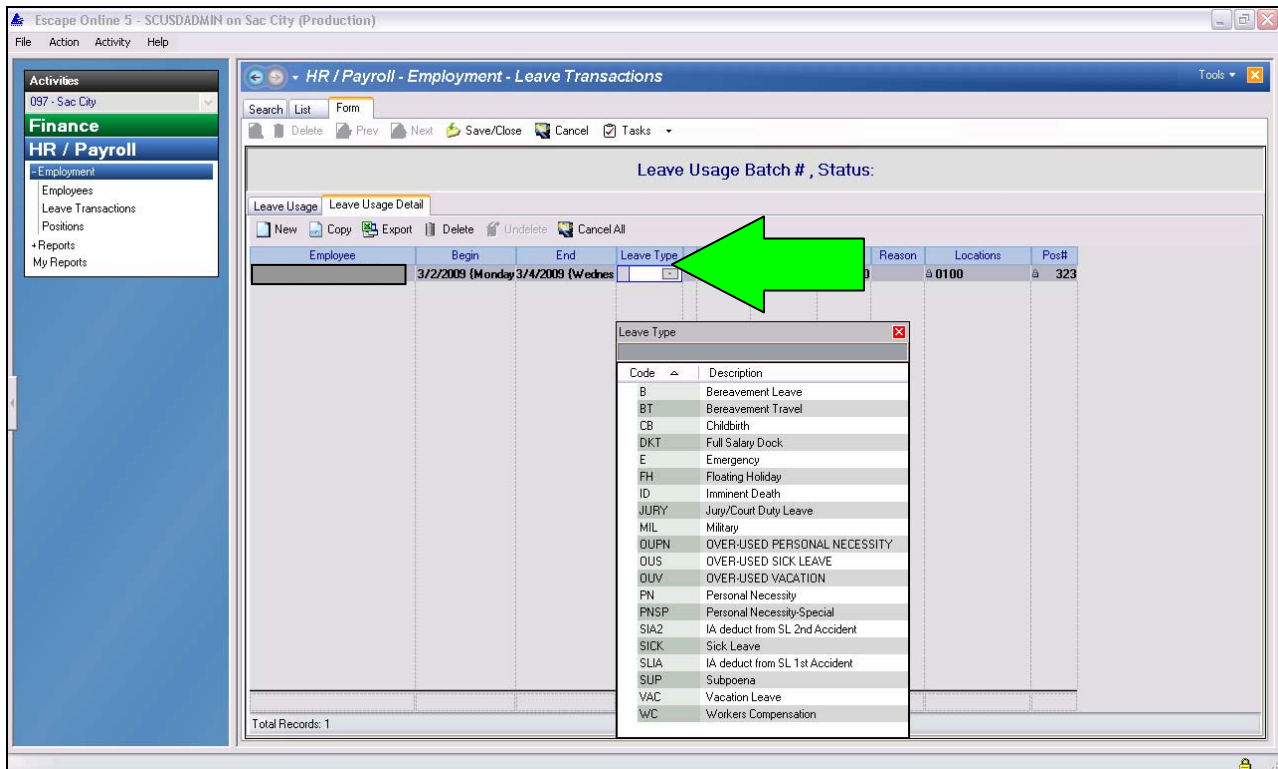
7. Click on the Employee drop-down menu and double-click on the employee that you want to add a leave transaction for. You can also enter the employees EmpID (aka PSL#).
8. Use the Enter key to move to the Begin field.



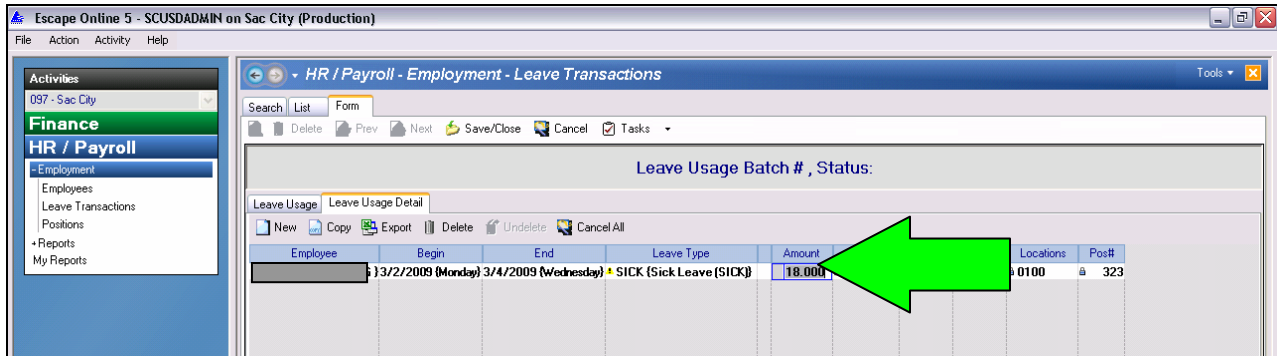
9. Enter the date when the employee's leave began in an mm/dd/yyyy format. You can also click on the Begin drop-down menu and click on one of the days shown on the calendar.
10. Use the Enter key to move to the End field.



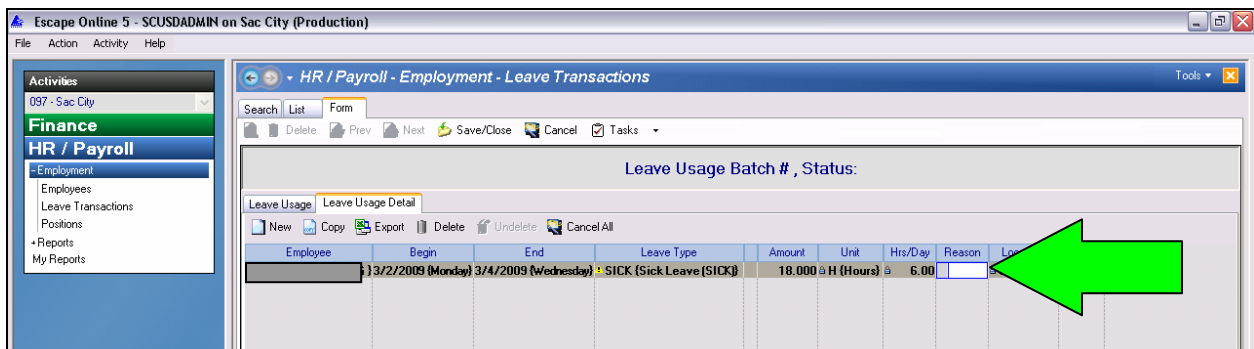
11. Enter the date when the employee's leave ended in an mm/dd/yyyy format. You can also click on the End drop-down menu and click on one of the days shown on the calendar.
12. Use the Enter key to move to the Leave Type field.



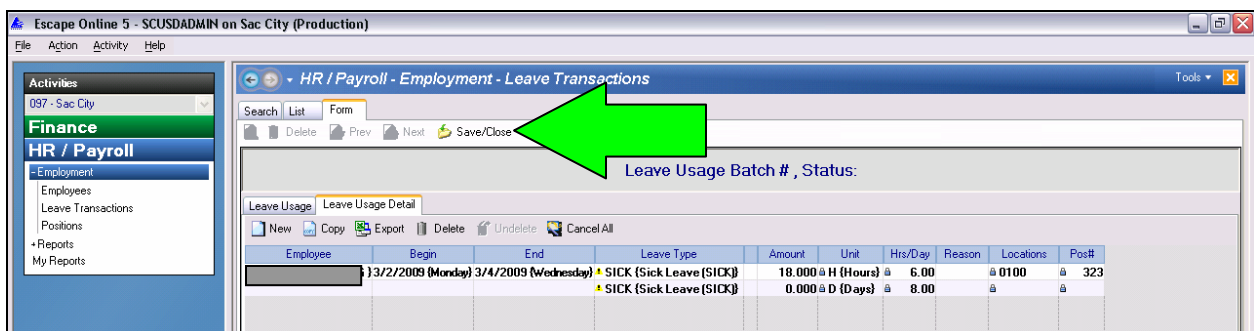
13. Click on the Leave Type drop-down menu and double-click on the Leave Type that you want to add. You can also enter the Leave Code (e.g. SICK).
14. Use the Enter key to move to the Amount field.



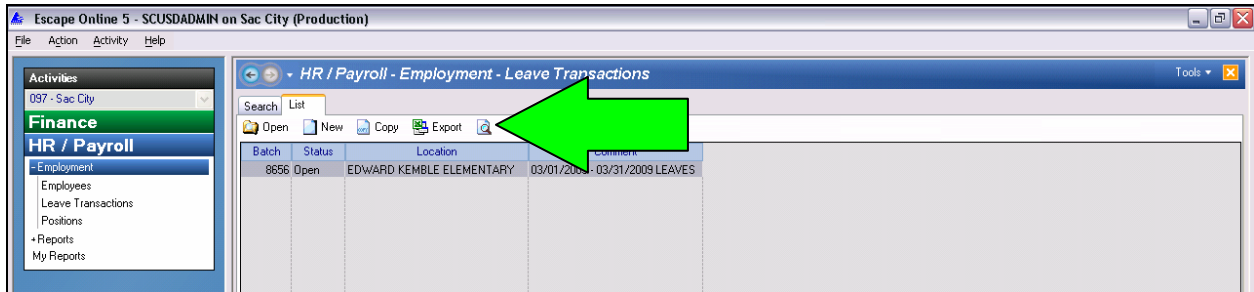
15. The number of hours or days based on the Leave Type selected and the date range entered will be populated in the Amount field. You can override this amount by entering the appropriate number of hours. Please make sure that you enter the amount using the correct Unit for the selected Leave Type and the correct number of hours per day.
16. Use the Enter key to move to the Reason field.



17. Enter a reason (if desired) in the Reason field for the leave transaction.
18. Use the Enter key or click on the New button to add another Leave Usage Transaction. You can also click on the Copy button to copy the highlighted Leave Usage transaction.



19. Repeat Steps 7 through 18 to create another Leave Usage transaction.
20. Click on the Save/Close button at any time to save the transactions that you have entered. You can search for the Leave Usage Batch that you created by searching on the BatchID and/or Status = Open.

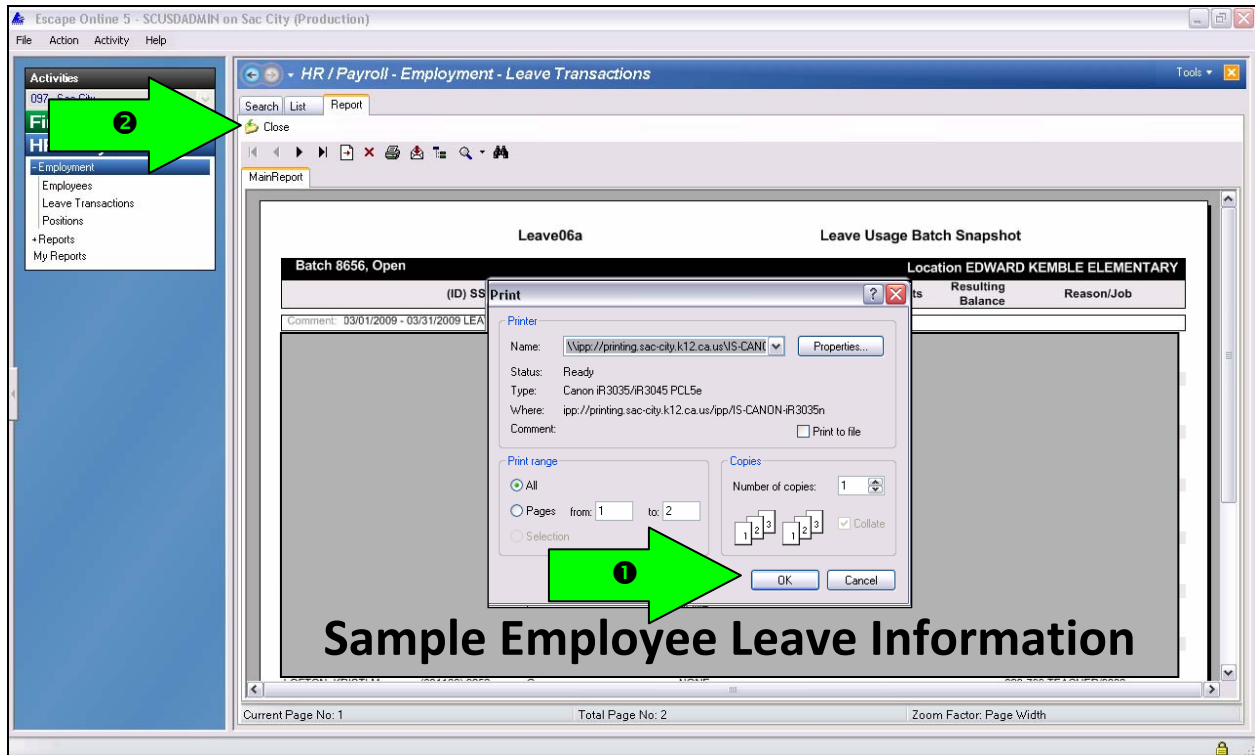


21. Prior to submitting the Leave Usage Batch, it is a good idea to review the Leave Usage Batch Snapshot report – Leave06a by clicking on the Preview Item icon.



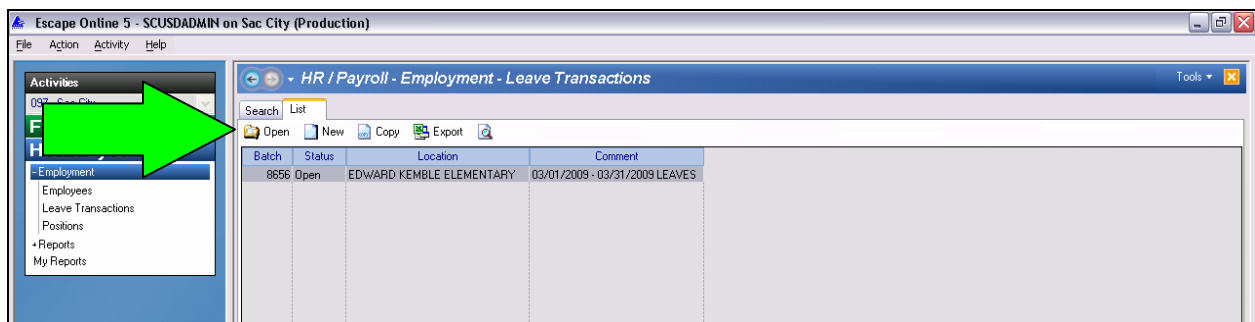
22. Click on the Printer icon to print the report to your local or network printer.



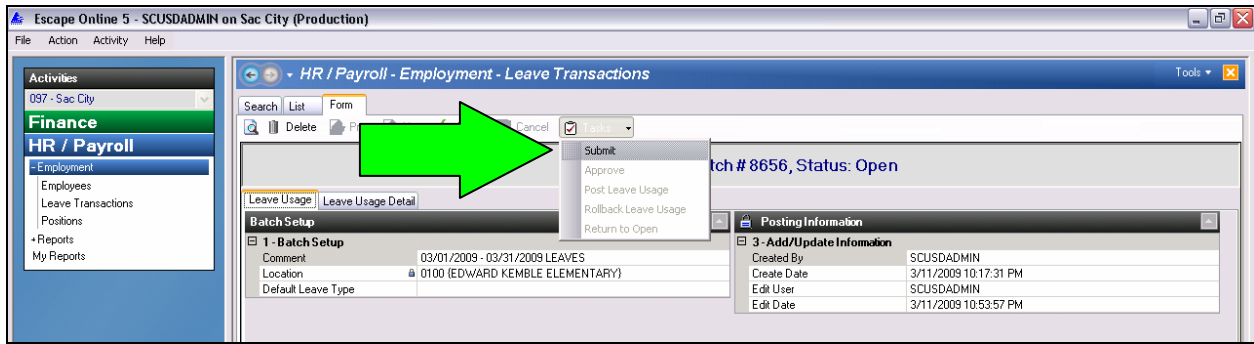


**Sample Employee Leave Information**

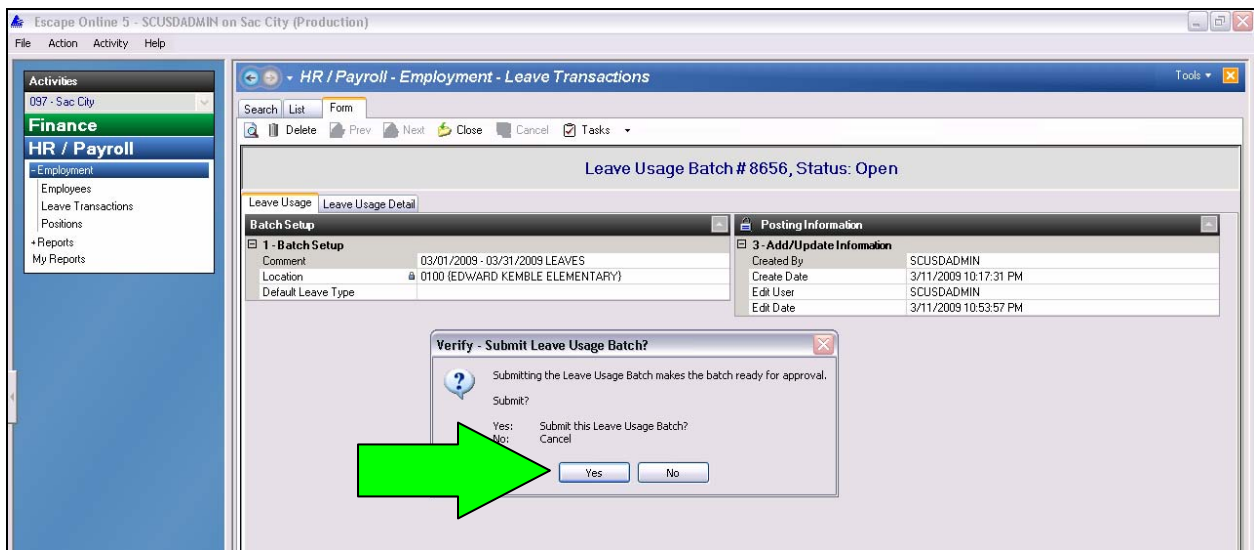
23. Select the appropriate printer from the Name drop-down menu, and click the OK button. The Leave Usage Batch Snapshot report will start printing to the printer that you selected.
24. Click on the Close button to return to the List tab.



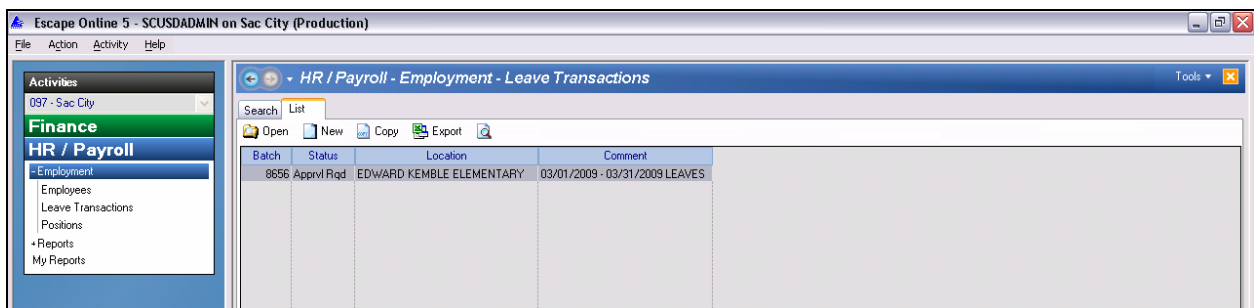
25. Once you are ready to submit the Leave Transaction Batch, locate the appropriate batch and click on the Open button.



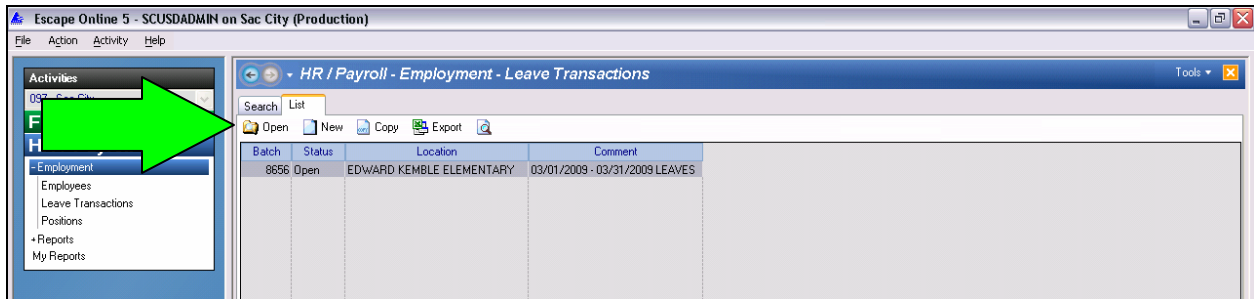
26. To submit the Leave Usage Batch, click on the Tasks button and select Submit.



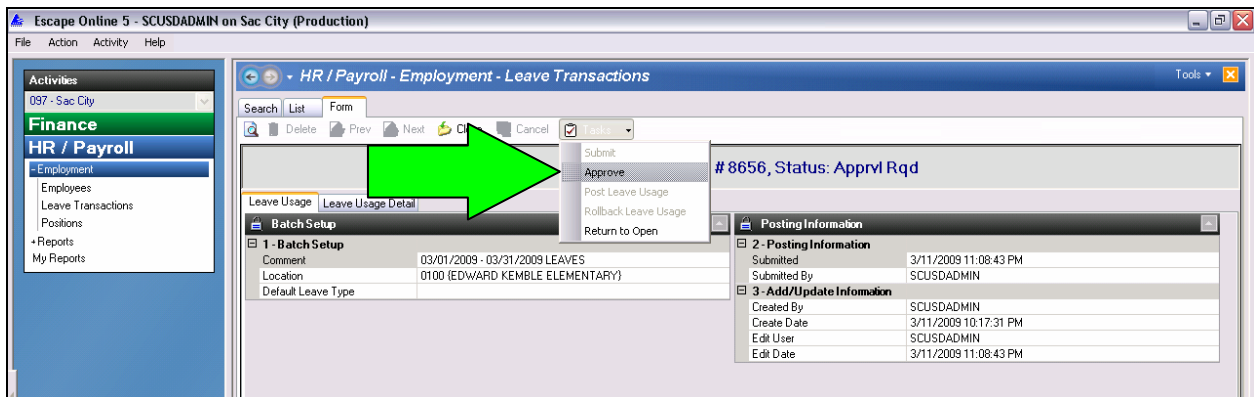
27. Click the Yes button to submit the Leave Usage Batch.



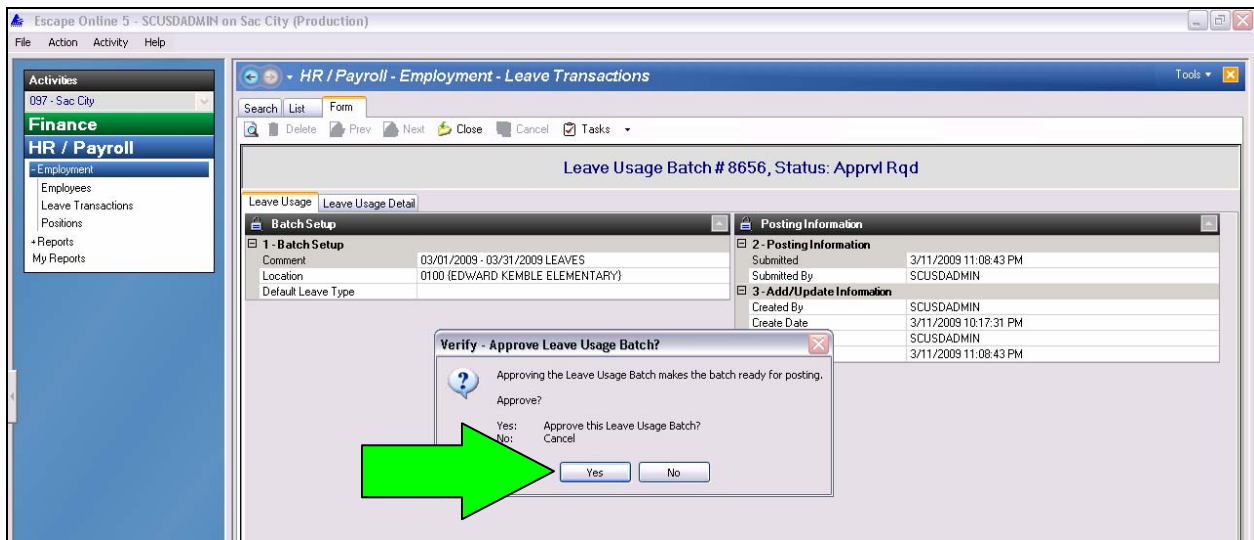
28. Once the Leave Usage Batch has been submitted and has a Status of Apprvl Rqd (Approval Required), the site administrator or department manager must approve the Leave Usage Batch before it can be processed by Payroll Services.



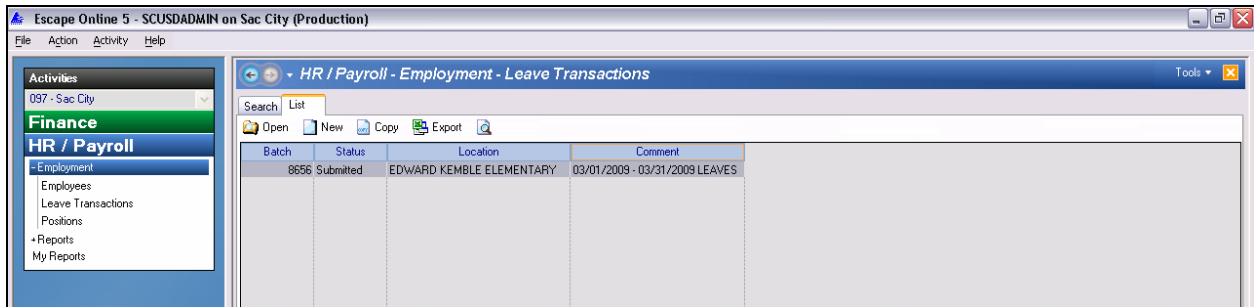
29. Once the site administrator or department manager is ready to approve the Leave Transaction Batch, they will need to login to Escape Online and navigate to HR/Payroll → Employment → Leave Transactions. Search for the batch by BatchID and/or Status = Apprvl Rqd to locate the appropriate batch. Click on the Open button to open the batch.



30. To approve the Leave Usage Batch, click on the Tasks button and select Approve.



31. Click the Yes button to approve the Leave Usage Batch.



- Once the Leave Usage Batch has been approved and has a Status of Submitted, the Leave Usage Batch is ready to be reviewed by Payroll Services.

### Sample Leave Usage Batch Snapshot Report

Leave06a		Leave Usage Batch Snapshot									
Batch 8656, Submitted							Location EDWARD KEMBLE ELEMENTARY				
(ID)	SSN4	Person Type	Assign FTE	Code	Type	From	Thru	Units	Resulting Balance	Reason/Job	
Comment: 03/01/2009 - 03/31/2009 LEAVES											
<h1>Sample Employee Leave Usage Information</h1>											
Selection: Grouped by Batch - Sorted by Employee Name										ESCAPE ONLINE Page 1 of 2	
097 - Sacramento City Unified School District						Generated for Site User Training (SCUSDADMIN), Mar 11 2009 11:39PM					



## Human Resource Services

### Employee Absence Report

#### PSL-F012 Employee Absence Report

**Note: Employees fill out PSL-F012 Employee Absence Report.**

Employees who have been absent must complete and sign PSL-F012 Employee Absence Form. This document remains at your site for your files.

#### PSL-F012 Instructions

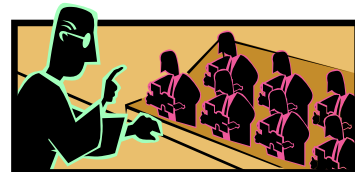
1. Complete the top portion of PSL-F012 Employee Absence Report with Employee Name, Dates of Absence, Position, Site, etc.
2. Circle the Code Letter that indicates the reason for the absence(s).
3. Complete the Number of Hours absent.
4. Employee must sign PSL-F012 Employee Absence Report in the Signature area of the form.

#### Other Notes

1. If the reason for absence is Emergency Leave, enter the name of the person the Emergency Leave absence is for.
2. If the absence is for Bereavement, enter the name and relationship of the person the Bereavement Absence is for.
3. If the absence is for Special Personal Necessity, fill out the modified form titled **PSL-F013 Certificated Employee Absence Report**. Make sure the appropriate reason section is selected, as well as the amount of days and hours. Attach this filled out form to the Monthly Absence Report

For more information, refer to appropriate labor agreement.

Sites are to keep PSL-F012 Employee Absence Reports and retain for their records.



# Employee Absence Report

Employee Name (Type or Print):		
Date Filled:	Dates of Absence:	Certificated <input type="checkbox"/> Classified <input type="checkbox"/>
Position / Classification:		
Site / Location:		

Code Letter	Type of Absence	Number of Hours
<b>B</b>	Bereavement (Enter Relationship) <u>Relationship:</u>	
<b>BT</b>	Travel Connected With Bereavement Leave	
<b>CB</b>	Child Birth – Paternity	
<b>DKT</b>	Personal Full Salary Deducted (Explain in the Space Below) Explanation:	
<b>E</b>	Emergency (Explain Reasons in the Space Below) Explanation:	
<b>FH</b>	Floating Holiday	
<b>FMLA</b>	Family Medical Leave Act: <input type="checkbox"/> Employee <input type="checkbox"/> Qualifying Immediate Family Member:	
<b>ID</b>	Imminent Death (Explain Reasons in the Space Below) Explanation:	
<b>JURY</b>	Jury Duty: <input type="checkbox"/> City/County <input type="checkbox"/> Federal	
<b>MIL</b>	Duty With Armed Forces (Present Copy of Orders)	
<b>PN</b>	Use of Sick Leave for Compelling Personal Importance (Enter Hours Against One of the Following Reasons):	↓
	1. Death involving the immediate family, other relatives, or close friends.	
	2. Accident involving the immediate family, other relatives, or close friends.	
	3. Illness involving the immediate family, other relatives, or close friends.	
	4. Accident involving personal property of the employee, the immediate family, other relatives, or close friends.	
	5. Inability to get to assigned place of duty because of circumstances beyond control.	
	6. Appearance in court.	
	7. <u>SEIU, CSA, Teamsters</u> : Attendance at weddings, anniversaries, reunions, funerals, and high school and college graduations honoring members of the employee’s immediate family and may not be taken for religious observances. Religious observances leaves shall be granted to probationary and permanent employees with part pay for not more than three days in any school year for the observance of religious holidays. <u>SCTA</u> : Attend religious observances or weddings, ceremonies, or traditional observances honoring the employee or members of the employee’s immediate family. <u>UPE</u> : Grant up to three work days in any fiscal year for the observance of religious holidays, and such absences of compelling personal importance shall be charged to the employee’s accrued sick leave or credit.	
	8. Attending to Legal or Business Matters of Compelling Personal Importance	
	9. Taking Examinations Related to Advanced Training Which Cannot be Scheduled During Off-Duty Hours (Attach to This Form Written Evidence of Requirement)	
<b>SICK</b>	Employee Illness (Include Appointments With Doctors Connected With Illness)	
<b>SLIA</b>	Industrial Accident and Injury	
<b>SUP</b>	Subpoena	
<b>VAC</b>	Vacation	
<b>X</b>	<input type="checkbox"/> Union Absence <input type="checkbox"/> District Meeting, etc. (District Business)	

*Note to Employees: Please ensure all explanations are completely filled out and required documentation is attached. Failure to do so will result in the absence being considered as unauthorized, and pay will be docked.*

**Signature:**



# Certificated Employee Absence Report

Employee Name (Type or Print):			
Date Filled: 		Social Security Number:	
			Certificated <input checked="" type="checkbox"/>
Position / Classification:			
Site / Location:			
Code Letter	Personal Necessity Leave	Number of	
		Days	Hours
A	Agreement February 21, 1995 Article 9, Section 6.2.1 (1 Day)		
B	Agreement February 10, 1995		
C	Agreement August 12, 1994  (May use no more than ten [10] days per school year.)  (No more than five [5] consecutive days.)		
Explanation:			
<u>Note to Employee:</u> Please ensure all explanations are completed filled out, and required documentation is attached. Failure to do so will result in the absence being considered as unauthorized and pay will be docked.			
Signature:			



## Leave of Absence Request Checklist

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Leave of Absence Information:**

	Fill out the Request for Leave of Absence (PSL-F004) form, and return to us as soon as possible.
	Attach a doctor's note that states the beginning date and end date of your leave if your leave is due to a serious illness, illness, child birth, and/or health condition for yourself/ for family member.
	<u>Attach document(s):</u>
	Enrollment in school/proof of registration in classes.
	If adopting, court documents.
	Other:
	When your doctor releases you to come back to work, please provide us with a release to return to work note from the doctor, and Return From Leave of Absence (PSL-F095) form.
	If you need to continue to be on leave, please fill out another request to go on leave along with a doctor's note attached with the request to extend. Please make sure that the note has the dates to extend the leave.

**Doctor's Note Must Have:**

	Start Date of Absence		6 Wks or 8 Wks Postpartum (pregnancy)
	Expected Date of Delivery (pregnancy)		Expected Date of Return to Work
	Other:		

**Additional Information:**


**Our Address:**

Sacramento City Unified School District  
Human Resource Services, Box 770  
P. O. Box 246870  
Sacramento, CA 95824-6870

**Leave Contacts:**

Personnel Analysts OR  
Recruitment and Selection Specialist  
(Refer to School/Department Listing)  
Fax Numbers: 643-9453, 643-9454, 643-9456

**Benefits Office (if you have questions):**

Main Number: 916-643-9432       You have 30 days to put baby on benefits  
 For questions contact: \_\_\_\_\_





## Request for Leave of Absence Certificated and Classified Employees

Name:	Social Security Number: _____
Street Address:	City/State/Zip: _____
Home Phone: _____	Work Phone: _____
Position Title:	Hire Date in District (mm/dd/yy): _____
Date Leave Begins (mm/dd/yy): _____	Date Leave Ends (mm/dd/yy): _____
School/Department:	Subject/Grade Level (if applicable): _____
Type of Leave: ( <u>Please refer to your union contract for types of leave available.</u> )	
Signature: _____	Date: _____

If the above request is granted, I understand the following:

1. I will contact the Benefits Office regarding benefits and insurance coverage (if any) during my leave of absence.
2. I will comply with the requirements and conditions set forth in the union contract for the bargaining unit to which I belong.
3. I will request any needed extension of leave in writing.
4. I will give written notice no less than thirty (30) days before the expiration date of my leave regarding whether or not I intend to return.

### For Principal or Supervisor Use Only

Recommend approval based on bargaining unit contract: section on Leaves.

Do not recommend approval for the following reason: \_\_\_\_\_

***I understand that all employee absences are to be reported on the Monthly Absence Report.***

\_\_\_\_\_  
Signature: Principal or Supervisor

\_\_\_\_\_  
Date

### For Human Resource Services Use Only

Leave Approved                       Transfer to Unassigned

Leave Not Approved

\_\_\_\_\_  
Signature: Director, Human Resource Services

\_\_\_\_\_  
Date

cc: Principal or Supervisor, Employee, Personnel File



## **Return From Leave of Absence**

I, \_\_\_\_\_, am returning to work as of \_\_\_\_\_.

- I have attached a copy of the doctor's note that is allowing me to return to work.
- I have attached \_\_\_\_\_.
- I will fax the document to Human Resource Services at 643-9454.
- \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Location

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Cell Phone Number

### **For Office Use Only**

\_\_\_\_\_  
Received by:

\_\_\_\_\_  
Date

Additional Information: \_\_\_\_\_

Doctor's Note on File

Position: \_\_\_\_\_

Comments: \_\_\_\_\_

Site: \_\_\_\_\_

Hours: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Human Resource Services

## Absence Reporting Scenarios

### Scenario 1

Employee does not call in and has been absent for three consecutive days.

#### Action to take:

- If the employee has not contacted you, please calendar the absence for end of the month reporting. Non-reported absence is coded as P, Full Dock.
- Please contact the appropriate Human Resource Services Analyst to inform of the absence.



### Scenario 2

Employee has advised you that he/she is resigning from the district.

#### Action to take:

- Please contact the appropriate Human Resource Services Analyst and/or Personnel Technician II immediately to inform of resignation.
- Ensure that employee completes and submits the following forms: Resignation/Retirement form (PSL-F008) and Exit Interview Questionnaire (PSL-F196).
- Complete the Resignation and Retirement Site Checklist of Items to be Returned/Notifications (PSL-F203).
- It is important to remember to record all absences in the Escape Online.

### Scenario 3

Employee has called in absent for seven to ten consecutive days.

#### Action to take:

- Contact Human Resource Services immediately to verify the leave balances on the employee.
- If the employee does not have sufficient leave credits, email the dates of absence and reason to Human Resource Services.
- It is important to remember to record all absences in Escape Online