

## VERONA AREA SCHOOL DISTRICT ABSENCE APPROVAL GUIDELINES

REASON FOR ABSENCE		
1	Illness of Employee	10 Athletic Coaching
2	Illness of Family Member	11 Personal Day (see Employee Handbook)
3	Doctor/Dentist	12 Floating Holiday (full-time Support Staff)
4	Emergency Immediate Family*	13 Funeral/Bereavement of Relative/Friend
5	Workshop/Conference (sent by VASD)	14 Family Wedding*
6	Meeting	15 School Visit w/Child (PK-12 only)*
7	Testing	16 Upham Woods
8	Field Trip	17 Maternity/Paternity/Adoption
9	Legal Involvement*	18 Graduation of Family Member*
		19 Military Service Proceedings*
		20 Religious Holiday*
		21 Vacation (12-month employee)
		22 Academic Conference (general leave)
		23 Adverse Weather/School Emergency
		24 Jury Duty
		25 Comp Time
		26 Administrative Leave (paid)
		27 Administrative Leave (unpaid)

NUMBER	ABSENCE REASON	EXPLANATION REQUIRED?	COMMENTS
1	Illness of Employee		
2	Illness of Family Member		<ul style="list-style-type: none"> <li>No approval for pets</li> </ul>
3	Doctor/Dentist		<ul style="list-style-type: none"> <li>No approval for pets</li> </ul>
4	Emergency- Immediate Family	Yes	<ul style="list-style-type: none"> <li>One occurrence allowed per year</li> </ul>
5	Workshop/Conference (sent by VASD)		<ul style="list-style-type: none"> <li>No leave time deducted</li> </ul>
6	Meeting		<ul style="list-style-type: none"> <li>Work-related/on site, no leave time deducted</li> </ul>
7	Testing		<ul style="list-style-type: none"> <li>Work-related, no leave time deducted</li> </ul>
8	Field Trip		<ul style="list-style-type: none"> <li>Work-related (not for own child unless in employee's class)</li> </ul>
9	Legal Involvement	Yes	<ul style="list-style-type: none"> <li>Examples of Explanation: court, divorce, house closing, child support</li> <li>Call Human Resources at x4350 w/questions</li> </ul>
10	Athletic Coaching		<ul style="list-style-type: none"> <li>VASD-related, no leave time deducted</li> </ul>
11	Personal Day (see Employee Handbook)		<ul style="list-style-type: none"> <li>Teaching Staff can use one (1) day after three (3) years of service – must be used prior to May 24<sup>th</sup></li> <li>Check Teaching Staff eligibility list for those who are eligible to use two days (10+ year employees) Available on the VASD Intranet Human Resources link</li> <li>Only one (1) personal day may be used after March 1</li> <li>Consecutive days may only be used prior to March 1</li> <li>Principal notification must be at least 72 hours in advance</li> <li>No more than three (3) Teaching Staff members per building off in one (1) day</li> <li>Cannot be taken the day before/after a vacation period/holiday</li> <li>Support Staff can use one day after two (2) years of service – must be used prior to May 15<sup>th</sup></li> <li>Notify direct supervisor at least five (5) days in advance No more than two (2) Support Staff per building off in one (1) day</li> <li>Cannot be taken the day before/after a vacation period/holiday</li> </ul>
12	Floating Holiday		<ul style="list-style-type: none"> <li>Fulltime Support Staff working 37.5 hours/more per week qualify – must be used within contract year</li> </ul>
13	Funeral/Bereavement of Relative/Friend		

NUMBER	ABSENCE REASON	EXPLANATION REQUIRED?	COMMENTS
14	Family Wedding	Yes	<ul style="list-style-type: none"> <li>• Need location of wedding</li> <li>• Teaching Staff – up to one (1) day for family wedding or where employee is member of wedding party; up to two (2) days for wedding more than 50 miles from Verona.</li> <li>• Support Staff – up to one (1) day for family wedding or where employee is member of wedding party; up to two (2) days if outside of Dane County</li> </ul>
15	School Visit w/Child (PK-12 only)	Yes	<ul style="list-style-type: none"> <li>• Age of child required, leave only available for PK-12 children</li> <li>• college moving and child sporting events not eligible</li> </ul>
16	Upham Woods		
17	Maternity/Paternity/Adoption		
18	Graduation of Family Member	Yes	<ul style="list-style-type: none"> <li>• Need location of graduation</li> <li>• Teaching Staff – up to one day; up to two days if more than 50 miles from Verona</li> <li>• Support Staff – weekday graduation only; not available for local graduations occurring on a weekend</li> <li>• Up to one (1) day; up to two (2) days if outside of Dane County</li> </ul>
19	Military Service Proceedings	Yes	<ul style="list-style-type: none"> <li>• Includes graduation, call to active duty, and induction to service</li> <li>• Teaching Staff – up to one (1) day; up to two (2) days if more than 50 miles from Verona</li> <li>• Support Staff – up to one (1) day; up to two (2) days if outside of Dane County</li> </ul>
20	Religious Holiday	Yes	<ul style="list-style-type: none"> <li>• Must be an official religious holiday; religious services are not covered</li> </ul>
21	Vacation (12-month employee)		
22	Academic Conference (general leave)		<ul style="list-style-type: none"> <li>• General leave is deducted from the employee's leave bank</li> </ul>
23	Adverse Weather/School Emergency		<ul style="list-style-type: none"> <li>• May only be used for days officially called by the district</li> </ul>
24	Jury Duty		<ul style="list-style-type: none"> <li>• Supporting documentation must be forwarded to Payroll/Benefits Office</li> </ul>
25	Comp Time		<ul style="list-style-type: none"> <li>• Support Staff only; not available for Teaching Staff</li> <li>• OK with supervisor prior approval</li> <li>• Limited to 80 hours maximum accrued</li> </ul>
26	Administrative Leave (paid)		<ul style="list-style-type: none"> <li>• Disciplinary action/investigation</li> </ul>
27	Administrative Leave (unpaid)		<ul style="list-style-type: none"> <li>• Disciplinary action/investigation</li> </ul>