

**CALCASIEU PARISH SCHOOL BOARD
SICK LEAVE POLICY AND PROCEDURES
SUNGARD PENTAMATION**

A payroll timesheet will be completed only if an employee has an absence entry. All absences are in increments of ½ day or 1 day missed. The school Principal dictates what constitutes a half day. The exception to this rule is for Janitors. Janitor absences are recorded in hours. You may enter from 1 to 8 hours per day for Janitor absences. A janitor must work more than 3 hours per day to qualify for sick leave. Any janitor that does not qualify for sick leave, must be docked on a supplemental form for any days missed.

All Janitors salary will be set up as a monthly salary. Twelve month janitor's salary will be computed by multiplying their hourly rate times 2,080 hours, and then dividing this result by 12. All other janitors will have their salary computed by multiplying their hourly rate times the number of hours they work per day times the number of days they work in the year. This amount will be divided over a 10 month period. The first paycheck for 9 month janitors will be in August and the last paycheck will be in May.

Any overtime a Janitor works needs to be reported on a payroll supplemental form. This overtime should be actual overtime worked. (Overtime should not be projected.)

Substitutes pay will be directly tied to the employee's absence. If you do not enter a substitute on the employee's absence screen, the substitute will not get paid. Corrected payrolls will cause the sub not to get paid until the next pay period.

Substitutes that work in open positions will need to be reported on the new payroll supplemental pay form. The words "**Open Position Sub**" should be listed on the payroll supplemental form in the Description of Services field.

All supplemental pay will be reported on the new payroll supplemental form. This includes ALL extra pay not normally received on the employee's monthly salary. (Overtime, extended child care, grants, workshops, summer school, driver ed, leap remediation, mentors, etc.) The supplemental form is an excel file that was designed for data to be input through the program.

Each school will be responsible for reporting all bus driver field trips, platoon routes, swim routes, open position routes, special ed routes and any other extra routes that are driven by bus drivers, on the new payroll supplemental form. The Transportation department will notify each school via email of the changes, adds, and terminations of these routes.

Supplemental payroll forms are still due in the Assistant Superintendent's office by the 5th of the month. From there the deadline is still the 10th of the month for the supplemental forms to reach the Payroll Department. Payroll timesheets are due in the Payroll Department by the 1st of the month.

All employee's leave balances are shown on the Leave Information Tab. Always check the leave balances for each person before recording an absence. When an absence is recorded, the absence is updated when the payroll is being processed (not when the absence is entered). Nevertheless, one can see if the employee will be docked by looking at the available balance on the screen when entering absences.

All employees must furnish a doctor's statement when they have missed 6 consecutive days. If the employee does not furnish a doctor's statement, the person recording the absence must indicate on the timesheet in the remarks column that the employee did not furnish a doctor's statement. The employee will be docked by the payroll department on the timecards that are processed during the monthly payroll process. Six consecutive days includes either personal illness or family illness. Vacation days or personal business days taken break the 6 consecutive day rule.

Teachers and Bus Drivers only, are eligible for 90 extended sick leave days for a 6 year period. All regular sick leave and personal business days must be used before extended sick leave can be applied. In addition, a doctor's statement must be attached to the timesheet, before an extended sick leave day can be granted. (When there is a doctor's statement enclosed and the employee's regular sick leave is exhausted, one extended sick leave day is taken away and the employee is docked 35% of their daily rate of pay, not 35% of their monthly salary.) Daily rate is computed by taking the employee's fiscal salary and dividing that by the number of days the employee is scheduled to work in the fiscal year. If the employee does not furnish a doctor's statement by the 15th, the employee must be docked 100% of his/her salary and will not be given credit for retirement for the docked day. Therefore, Doctor statements are extremely important and the importance of this should be emphasized to Teachers and Bus Drivers.

Personal Business Days-- If an employee is over their personal business, they are docked 100% of their daily rate of pay. They also lose a day for retirement service credit. I would confirm with the employee that they indeed took this day as a personal business day.

REFUNDING DOCKED PAY

If the employee is docked, but later says that they meant to use sick leave, or provide a doctor's statement after the fact, the following procedure is used to refund the money:

- 1) Send a corrected payroll timesheet, signed by the Principal, to the Payroll

department.

2) An approved written letter of explanation to the Administrative director, must be attached to your corrected timesheet.

3) A supplemental form must be initiated at the school level reimbursing the amount of docking.

Unused personal business days are accumulated as sick leave the next fiscal year. (You do not lose personal business days if they are not taken.)

Death in Family--the employee is excused without charging any sick leave for absences resulting from death in the family. These days excused are the calendar day before the funeral, the day of the funeral, and the day after the funeral. For example, If the funeral is on a Saturday, the only day unexcused will be the Friday before the funeral.

Military leave, subpoena's, and jury duty absences must have attached documentation for the absence to be charged as "Other". All absences reasons charged to "Other" must have a remark listed on the timesheet, identifying the reason for "Other".

An applicant for maternity leave must select one (1) of four (4) plans denoted below in order to receive maximum maternity leave benefits, and each applicant is encouraged to confer with an appropriate supervisor in order to ensure the selection of the best plan of benefits. Options for taking maternity leave are as follows:

1. Plan A – Use sick leave only. The employee has enough regular sick leave to cover her time out.
2. Plan B – Use sick leave until exhausted and then used extended sick leave. The employee has enough regular and extended sick leave to cover her time out.
3. Plan C – Use sick leave until exhausted, use extended sick leave until exhausted, and then be docked the rest of her days during the disability period.
4. Plan D - The employee shall be on leave without pay for the period of absence. The employee does not use any sick leave or extended sick leave days for this option.

The leave without pay provision of Plan C or D herein shall be limited to ninety (90) calendar days before and/or after the expected date of delivery as verified by the attending physician.

If the doctor releases the employee to come back to work, and the employee fails to return to work, the employee must be listed as absent and a remark noted for

the payroll department to dock the employee a full days pay for each day the employee has not returned to work.

Sabbatical leaves are granted for 91 days each semester or 182 days for the fiscal year. If a teacher is paid for more than 182 days a fiscal year and the employee does not return to work in August or January (the first months counted toward sabbatical leave), the employee needs to have the days prior to the official start of school or the second semester recorded as absences.

All supporting documents such as approval forms, doctor statements, jury duty notices, subpoenas, etc., should be paper clipped behind the employee's timesheet.

If an employee is absent from his/her job due to personal training or other job enhancement training, the absence should be marked with the Professional Development absence reason. All other absences (such as field trips) should be marked with the School Related Business absence reason.

Use the Workers Compensation absence reason for any job related injury.

All substitute janitors and substitute school clerks must have permission to use the sub prior to securing the services of the substitute. Use the Substitute Janitor/Clerk Request Form to obtain approval. If your school is paying for the sub janitor, use sub pay code of 028. If the CPSB is paying for the sub janitor, use sub pay code of 020.

All substitute school clerks must have permission to use the sub prior to securing the services of the substitute. The school must write a letter on school letterhead to the Administrator Director to obtain approval. Use sub pay code of 019 for substitute clerks.