

2016 -2017

**Directions for Entering Any Kind of Absence
In Absence Management (formerly AESOP):**

Personal Illness/Family Illness (where applicable)

Enter the absence as you normally do. There is no approval process for illness days. The number of sick days and family days has been entered for each of you. Should you try to use a sick day or family illness day when you have none left, the system will not allow you to do that.

Note: When entering family illness days please enter the family relation in the notes field (i.e. child, spouse)

Personal Day with Reason

Enter your absence as you normally do. You will need to enter a reason in the box titled “Notes for Administrators” found on the Absence Management screen in the lower left-hand corner. Your request will be routed to the appropriate administrator for approval. There may be two or three levels of approval, so be sure to plan ahead and allow sufficient time.

You will receive an e-mail notifying you that your request has been approved. If it is denied, you will also receive an e-mail notice.

Note: The number of available personal days with reason has been entered for each of you, and the system will track how many you use.

Personal Day without Reason

Enter your absence as you normally do. Your request will be routed to the appropriate administrator for approval. There may be two or three levels of approval, so be sure to plan ahead and allow sufficient time.

You will receive an e-mail notifying you that your request has been approved. If it is denied, you will also receive an e-mail notice.

Note: The number of available personal days without reason has been entered for each of you, and the system will track how many you use.

Professional Development/Alternative Assignment Days

There are several scenarios for these requests. Please read carefully.

Professional Development refers to those activities done outside the classroom to enhance your growth as a teacher.

- **In District Professional Day - IDPD**
 - Need to enter note in the Absence Management 'Notes to Administrator' field indicating what the activity is
 - Need to check choice of 'sub needed' or no 'sub needed'
- **Out of District Professional Day - ODPD**
 - *Need to complete the Professional Development form – if Special Ed the form goes to the Director of PPSS, all other requests go to the Assistant Superintendent's office. (Form found on District website – see directions below)
 - Need to check choice of 'sub needed' or 'no sub needed'

Alternative Assignment - when you are not in your room teaching or not attending a district planned professional day activity. Example – a teacher chaperoning a field trip of more than one day)

- **In District Alternate Assignment - IDAA**
 - Need to enter note in the Absence Management 'Notes to Administrator' field indicating what the activity is
 - Need to check choice of 'sub needed' or no 'sub needed'
- **Out of District Alternate Assignment – ODAA**
 - Need to enter note in the Absence Management 'Notes to Administrator' field indicating what the activity is
 - Need to check choice of 'sub needed' or no 'sub needed'

NOTE: Until you receive approval for a Professional Day or Alternative Assignment Day request, you will not be able to line up a substitute (if needed) for that day nor will you have permission to attend the conference or workshop. It is imperative that you complete this process in a timely manner.

If you are requesting a Professional Day or Alternative Assignment Day where there will be expenses and you will seek reimbursement (whether or not you need a sub); do the following:

*Enter your absence in Absence Management as you normally do. Then go to our website: www.newmilfordps.org. Click on the blue box labeled "Staff", and then click on "Absence Management –Professional Development/Alternative Assignment Instructions and Form". Complete the form; save it as a Word document and send by e-mail to your building principal. For the NMHS Special Education Department, send the form to the Special Education Supervisor, who will send it on to the building principal. This triggers more than one level of approval. The approval process starts in your building and then it goes to either the Assistant Superintendent **or** the Director of Pupil Personnel and Special Services for final approval. You should not assume that your request has been approved until you receive an e-mail notification. **Your request must be sent at least FIVE school days in advance of the workshop date.**

District Mandatory Professional Development Days are scheduled for August 29, August 30 and November 8, 2016.

NOTE: If you are attending a workshop on one of the district's planned professional development days, you do NOT need to enter anything into Absence Management UNLESS you are absent for an illness, personal day, or out-of-district professional development.