



EMPLOYEE ABSENCE - FACT SHEET

Teachers, Paraprofessionals, Secretaries

The following are guidelines provided for reporting an absence in SmartFind Express

THINGS TO KNOW

ENTERING AN ABSENCE

- *Individuals are responsible for entering their own time off in SFE.*
- Enter absence/time off as soon as possible
- The school nor the sub center is responsible for entering or extending your time off /absence.
- Time off is electronically uploaded from SFE and deducted from your Workday balance.
- Teachers, Paras and Secretaries are not authorized to enter time off in Workday.
- Ideally absences/time off should be entered through SFE web page, rather than SFE phone.
- Time off includes single or multiple day absence, long term absences, any Leave of Absence (LOA) or any circumstance where they will be out of the building, needing a substitute or not.
 - Enter date(s) of absence
 - If absent for longer than 5 days, or multiple intermittent days (including LOA), enter entire anticipated time away so consistent sub is in front of the classroom.
 - If absence dates change from initial submission, contact Sub Center 2-4 days before the last day.
- Indicate if Sub is needed or not [When Substitutes are Needed](#)
- Indicate if a specific sub is desired and follow the [Using a Spcified Sub](#) guidelines.
- Subs are utilized for **full days** only. Consult with the Principal for any time less than a full day.
- Enter instructions in “Substitute Instruction Box”
 - Lesson plans, assignments, directions, seating chart, etc.
- If Leave of Absence (LOA), you will need to contact the LOA specialist.
- You will also need to enter your absence in SFE
 - Medical leave
 - Intermittent Leave
 - Extended LOA
 - Military Leave (<30 days)
 - Military Leave (>30 days)

- [Employee Leave of Absence \(LOA\)](#)
- [Family Leave of Absence \(LOA\)](#)
- [Article 21 of CTU Agreement](#)

Need Help?

SmartFind Express absence reporting – Contact Sub Center by 11:00 a.m.

Time off or time entry in Workday - Contact your school Timekeeper by end of day