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.
  o Enter date(s) of absence
  o 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.
  o 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 Specified 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”
  o 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
  o Medical leave
  o Intermittent Leave
  o Extended LOA
  o Military Leave (<30 days)
  o 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