

COVID-19 ABSENCE REPORTING FOR CERTIFIED STAFF

| ASSIGNMENT | TOO ILL TO WORK? | APPROVED FOR SHORT-TERM REMOTE WORK? | SUBSTITUTE REQUIRED? | SMARTFIND EXPRESS (SFE) ENTRY REQUIRED? | RECORD TIME OFF AS: | FOLLOW UP STEPS: |
|---------------------------------|------------------|--------------------------------------|----------------------|---|---|---|
| DISTANCE AND/OR HYBRID TEACHING | YES | NA | YES | YES | SICK | <p>Staff members who are feeling unwell should stay home, rest and recover.</p> <ul style="list-style-type: none"> • Enter absence in SEMS • Request substitute, if necessary. • May use Sick Leave or • Apply for FFCRA <p>If approved for FFCRA, request HR update absence reason code from Sick to Additional Staff Required.</p> |
| DISTANCE TEACHING | NO | YES | NO | NO | NA | <p>Distance teachers who are feeling well enough to work and:</p> <ul style="list-style-type: none"> • Are approved to work from home • No sub is required • May record as regular time worked. |
| HYBRID TEACHING | NO | YES | YES | YES | <p>ENTER IN ORDER TO</p> <p>SICK</p> <p>REQUEST SUB</p> | <p>Hybrid teachers who are feeling well enough to work and</p> <ul style="list-style-type: none"> • Are approved to work from home • Enter absence as Sick in SEMS to request sub. • Request HR update absence reason code from Sick to Additional Staff Required. <p>Once updated, employee will not be charged sick leave.</p> |
| HYBRID TEACHING | NO | NO | YES | YES | <p>ENTER IN ORDER TO</p> <p>SICK</p> <p>REQUEST SUB</p> | <p>Hybrid teachers who are feeling well enough to work but:</p> <ul style="list-style-type: none"> • Are unable or not approved to work from home • Enter absence as Sick in SEMS to request sub. • May use Sick Leave or • Apply for FFCRA <p>If approved for FFCRA, request HR update absence reason code from Sick to Additional Staff Required.</p> |