

ELMWOOD PARK PUBLIC SCHOOLS

OFFICE OF HUMAN RESOURCES

Cheryl Proto

Phone: 201-796-8700 Extension 4862

Email Address: cproto@epps.org

REPORTING ABSENCES

All employees are required to record their absences(s) from work through Absent Management System (formerly AESOP) every time an absence occurs. It is also the responsibility of the employee to record their absence within the allotted time, 40 minutes prior to the start of the absence. If it is too late to record your absence, contact your building secretary.

All absences that require prior approval can be recorded through the Absent Management System in advance of approval, if approval does not happen the absence can be cancelled.

All absences before/after school closing holiday, vacation, etc. require approval by administrator. The absent request form can be found on the Human Resource Website, <https://sites.google.com/epps.org/human-resources/home>

For absences that require a doctor's note: All personal illness/family illness absences before/after a school closing, holiday, vacation, etc. require a doctor's note the first day back to work. If dates are known prior to the absence the note should be submitted prior to the first day of the absence.

In cases of emergency the note must be submitted the first day back to work. When an illness or incapacity results in three (3) consecutive days absent, a physician's note on letterhead must be submitted to the your building secretary and Human Resources as soon as possible. The note should be written on the physicians lettered and contain the reason for the absence the dates of incapacity and when the employee will be medical cleared to return to work.

Cancellation of Absences Due to School Closing/Inclement Weather

Conditions: It is the responsibility of the employee to advise their school building their absence was logged by the employee in Absent Management Systems.