

## FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

**Personnel  
ATTENDANCE REPORTING**Policy Statement

The County Superintendent acknowledges the importance of the health and welfare of all employees. Healthy employees are more productive and able to make a greater contribution to the programs and services provided by the Office of the Fresno County Superintendent of Schools (FCSS). The following policy shall outline the types of leave benefits which may include sick leave, personal necessity, personal necessity confidential and vacation, and the appropriate attendance reporting procedures. Other leaves and absence from duty provisions may be available upon eligibility and request.

**Types of Leaves and Absences**

Certificated Bargaining Unit Employees: Refer to Article 12 in the CTA Bargaining Unit Agreement for leaves and absence from duty provisions.

Classified Bargaining Unit Employees: Refer to Article 9 in the CSEA Bargaining Unit Agreement for leaves and absence from duty provisions. Refer also to Article 14 for applicable leave provisions for designated part-time classified positions.

Management, Supervisory, Confidential, and Classified Unrepresented Employees (MSCCU): MSCCS employees shall earn/accrue leave benefits in accordance with the following Superintendent Policies:

Annual Modified Office Closure	HR-1001
Bereavement Leave	HR-1004
Court Appearances	HR-1009
Industrial Illness and Accident Leave	HR-1455
Leaves and Absences from Duty Provisions	HR-1020
Military Leave	HR-1022
Overtime & Compensatory Time	HR-1008
School Wide Parent Conferences	HR-1037
Sick/Personal Necessity/Personal Necessity Confidential Leave	HR-1040
Vacation Increments and Holidays	HR-1045

**Reporting an Absence**

Employees shall inform their designated contact person (e.g. department supervisor and/or program clerical support) of a pending absence in a timely manner to ensure appropriate work/classroom coverage.

When absence is **foreseen**, it is the employee's responsibility to submit their leave request as soon as known through the District Management Systems ("DMS") website at: <https://dms.fcoe.org> for the employee's supervisor to review request and approve, cancel or deny.

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When absence is **unforeseen**, it is the employee's responsibility to communicate their absence in accordance with assigned department/program guidelines. The designated contact person may submit a leave request on behalf of the employee through the District Management Systems ("DMS") website at: <https://dms.fcoe.org>.

Once a DMS leave request has been submitted, the employee will be notified by email. The employee will also receive a second email when leave request is verified.

It is ultimately the employee's responsibility to ensure a DMS leave request is submitted for all absences. It is the employee's further responsibility to track their own leave usage. If leave time submitted does not match the actual time used, it is the employee's responsibility to correct this with their designated contact person in a timely manner in order to ensure accurate attendance reporting.

The Approver is responsible to review each DMS leave request for accuracy and approve, cancel or deny the DMS leave request in a timely manner. The Verifier is responsible to audit DMS leave requests for accuracy and make necessary changes, in a timely manner, prior to final verification.

Ensuring the accurate and timely submission, approval and verification of DMS leave requests is critical as it affects employee leave balances and salary payment.

**Automated Substitute System**

Employees requiring a substitute when absent **must** report their absences and arrange for a substitute through the automated substitute system. The automated substitute system will automatically generate a DMS leave request. Employees and their designated program staff are expected to review absences submitted into the automated substitute system prior to 2:00pm each day to ensure accuracy. This is critical, as DMS will automatically create a leave as submitted in the automated substitute system. Any changes to a leave request in the automated substitute system will not be reflected in DMS after 2:00pm.

Once a DMS leave request has been submitted, the employee will be notified by email. The employee will also receive a second email when leave request is verified.

Absences must be reported no later than 6:00am on the day absence occurs to ensure appropriate classroom coverage.

Should an employee be unable to access the automated substitute system and be in need of assistance, they may contact Human Resources at (559) 497-3939. The Human Resources Technician II is generally scheduled from 5:30am – 2:00pm, Monday through Friday. Voicemail is available 24 hours per day.

Adopted: 05/23/2011

Amended: 09/25/2018