

How To – Absent From Duty

SchoolTools©

Prerequisites:

1. All users and rights must be defined using **CONFIGURATION>Users**.
2. Cost of teacher local leave must be defined using **CONFIGURATION>Notifications and Settings**. This is the district-wide daily cost of teacher local leave.
3. Duty super administrator, duty human resources manager, principal, and secretary must be set for each campus, including campus ID = 000 using **CONFIGURATION>Notifications and Settings**.

User Rights for Absent From Duty:

- **isDutySuperAdmin** - Approves absent from duty requests made by staff members. Users with this right can approve/deny absent from duty requests using **ADMINISTRATION>Absent From Duty**. This is typically the superintendent or principal at smaller schools. It may be the human resources manager at larger schools.
- **isDutyAdmin** – View detailed approved absent from duty requests and edit comments using **ABSENT FROM DUTY>Duty Log** and then print detailed reports using **REPORTS>Absent From Duty**. This right is typically assigned to the business manager, human resources manager, school principal, and others needing to comment regarding absence details and possibly substitute scheduled.
- **isDutyEditor** – Same rights as **isDutyAdmin** plus users with this right can edit/void an approved absent from duty request using **ABSENT FROM DUTY>Duty Log**. This user also creates/edits state personal leave, teacher local leave, and excessive leave purchased entries in the duty ledger using **ABSENT FROM DUTY>Duty Ledger**. This right is typically assigned to the business manager or human resources manager.
- **isDutyMonitor** – View summary of who is absent using **INFO>Absent From Duty Monitoring**. No comments. No reports. This right is typically assigned school secretary for each campus to help with scheduling substitutes.
- **isDutySupervisor** – Listed among supervisors when a staff member is completing the absent from duty request. This right is typically assigned to all supervisors needing notification that a staff member has requested and granted approval for absent from duty. This notification should help the supervisor verify job responsibilities are covered for the date of absence.

How To Use Absent From Duty:

1. A staff member creates an absent from duty request using **MY APPS>My Absent from duty Requests**.
2. Users having the right **isDutySuperAdmin** and designated as the duty super administrator for the campus from which the request was made either approves or denies the request using **ADMINISTRATION>Absent From Duty**. Approved requests are forwarded to the duty human resources manager for that campus.
3. Users having the right **isDutyEditor** and designated as the duty human resources manager for the campus from which the request was made can access the approved request using **ABSENT FROM DUTY>Duty Log**. The duty human resources manager can then edit portions of the approved absent from duty request or void the request should the staff member not require the absence. Users having the right **isDutyEditor** can also add/edit/delete state personal leave, teacher local leave, and excessive leave purchased entries in the duty ledger using **ABSENT FROM DUTY>Duty Ledger** as the designated duty human resources manager for the campus specified in notifications and settings.
4. Users having the right **isDutyAdmin** and designated as the principal for the campus from which the request was made can view detailed approved absent from duty requests and edit comments using **ABSENT FROM DUTY>Duty Log** and then print detailed reports using **REPORTS>Absent From Duty**.
5. Users having the right **isDutyMonitor** and designated as the secretary for the campus from which the request was made can view a summary of approved absent from duty requests using **INFO>Absent From Duty Monitoring**. This should help in substitute planning.