



Genesee Education Consultant Services

REPORT OF ABSENCE (ROA) INSTRUCTIONS

Closed Paid Day - This option is only to be selected if the employee's supervisor has approved the employee to be paid when school was not in session. **PAID**

Compensatory time - In order for an employee to use comp time, GECS must have accruals showing the employee did earn it in prior payrolls. **PAID**

Conference - Employees must have submitted approved conference request from. Conference ROA is to be submitted with payroll that is consistent with conference dates. Conference ROA is must include tracking number, conference name, dates, and hours that correspond with timesheet. **PAID**

Emergency Bereavement - This must be approved by supervisor and only selected if it is a paid. **PAID**

Holiday - This option is selected if an employee receives and is approved for a paid holiday, *the supervisor must verify the hours in which the employee qualifies for (i.e. must work the day before or the day after to receive holiday pay).* **PAID**

Jury Duty - This option is only to be selected if your district approved payment for the days that were attended. If this option is selected, Please contact GECS payroll for further instruction. **PAID**

Paid Time Off (PTO) - If an employee submits a PTO day, *the supervisor must verify the hours in which the employee qualifies for. GISD Employees only* - Hours must be full day of half day of employee regular scheduled work day. An employee is not allowed to take 1 hour PTO. If you have additional questions please contact GECS Payroll. **PAID**

Personal Business - This option is **ONLY** selected if the employee receives pay and has personal hour accruals that were approved by supervisor upon being hired. **PAID**

Vacation - This option is **ONLY** selected if the employee receives pay and has vacation hour accruals that were approved by supervisor upon being hired. **PAID**

Without Pay - This form is optional but may be required by supervisor if employee requests or has taken an unpaid day off. These hours are NOT to be put on timesheet consistent with the payroll dates. **NON-PAID**

Workers Compensation - This option is only selected if GECS has on file workers comp paperwork completed by employee and employee's supervisor. **PAID**



Genesee Education Consultant Services, Inc. REPORT OF ABSENCE

Tracking # _____

****In order to receive payment, hours must also be recorded on timesheet.****

Name _____ Date submitted _____

Date(s) absent _____ Program/Site _____

Reason _____

| # of Hours | Type of Absence | # of Hours | Type of Absence | # of Hours | Type of Absence |
|------------|-----------------------------|------------|------------------------|------------|------------------------------|
| _____ | Closed Paid Day (CPD) | _____ | Holiday - Paid | _____ | Sick (S) |
| _____ | Compensatory (C) | _____ | Jury Duty (JD) | _____ | Vacation (V) |
| _____ | Conference (CONF) | _____ | Paid Time Off (PTO) | _____ | Without Pay (WP) |
| _____ | Emergency (Bereavement) (E) | _____ | Personal Business (PB) | _____ | Worker's Compensation (WC) |
| | | | | _____ | Total Number of Hours |

Employee Signature _____

Approved Signature _____

Posted in System

_____ Approved _____ Not Approved