

# CHEBOYGAN • OTSEGO • PRESQUE ISLE EDUCATIONAL SERVICE DISTRICT

6065 Learning Lane  
(231) 238-9394



Indian River, MI 49749  
(231) 238-8551 (fax)

To: All C.O.P. Staff  
From: Peggy Bush, Payroll/HR  
Date: March 18, 2022  
Subject: Absence Reporting Instructions

Submit an Absence Request Form to your Supervisor for any anticipated absences, such as personal days, doctor appointments, vacation days, etc. For unanticipated sick days, staff are required to complete an absence report ***within five (5) days of returning to work*** (even if the absence was called in or reported via other means).

## **ABSENCE REPORTING PROCEDURES:**

1. Report your upcoming absence to your Supervisor so coverage can be arranged as needed.
2. Call the absence line at 231-238-9394 x 1288 and leave a message reporting your absence to the attendance office.
3. Complete and submit an "Absence Report Form" within five (5) days of your absence.
  - Access the Absence Report Form on our website at [www.copesd.org](http://www.copesd.org) > Employment > Current Employees > COPESD Personnel Forms.
  - Complete the required fields and click "Submit". This will automatically route the form to your Supervisor for approval.
  - When your Supervisor approves the leave request, you will receive an email alert and a copy.
  - Any changes or cancellations to a previously approved absence request will need to go on a new Absence Request Form, and indicate "change" or "cancel"
  - Note the absence on your timesheet (if you are required to submit a timesheet)
  - Please track and verify your absences on the web portal (paystub link) for accuracy. Please contact Peggy Bush in Human Resources ([bushp@opesd.org](mailto:bushp@opesd.org)), or your Supervisor if you find a discrepancy. Although we do our best to ensure accuracy, sometimes an error may occur.

Thank you for your adherence to these procedures.

*NOTE: Per Board Policy and Federal Legislation, sick time including a hospitalization or over three days absence may be FMLA qualifying. The Family Medical Leave Act (FMLA) is legislation that protects your job while you are off sick for your own serious illness, or that of a qualifying family member. Contact Peggy Bush for more information, if you believe your absence from work might be FMLA qualifying.*

**Jamie Huber, Superintendent**  
**BOARD OF EDUCATION**

**Dennis A. Budnick, President • Randall E. Powers, Vice-President • Cindy Pushman, Secretary • Sherry Huff, Treasurer**  
**Amy Brewbaker, Trustee • Don Bastian, Trustee • Mitchell Hintz, Trustee**