

Daily Leave Process

Illness

- **Certified/CLA** – Employee notifies principal and enters as illness into Absence Management. Building editor enters into KRONOS.
- **Classified** – Employee notifies principal. Building editor enters into KRONOS.

Bereavement Leave

- **Certified/CLA** – Employee notifies principal and enters into Absence Management. Building editor enters into KRONOS. Employee completes Bereavement Leave Request in the workflow upon return.
- **Classified** – Employee notifies principal and building editor enters into KRONOS. Employee completes Bereavement Leave Request in the workflow upon return.

Grandparent

- **Certified** – Employee requests from principal and completes the Grandparent Leave Request in the workflow. Shelly Longstreth enters into Absence Management. Payroll enters into KRONOS.
- **Classified/CLA** – Employee requests from principal and completes the Grandparent Leave Request in the workflow. Payroll enters into KRONOS. CLA employees will need to enter the time as illness into Absence Management.

Personal Days

- **Certified Blackout or Not Enough Time** – Employee request from principal and completes the Certified Personal Leave Request in the workflow. Shelly Longstreth enters into Absence Management. Payroll enters into KRONOS.
- **Certified Regular** – Employee requests from principal. Secretary emails Personaldays@olatheschools.org. Shelly Longstreth enters into Absence Management. Building editor enters into KRONOS.
- **Classified/CLA Not Enough Time** – Employee requests from principal and completes the Classified personal Leave Request in the workflow. Payroll enters into KRONOS. CLA employees will need to enter the time as illness into Absence Management.
- **Classified/CLA Regular** – Employee requests from principal. Building editor enters into KRONOS. CLA employees will need to enter the time as illness into Absence Management.

Jury Duty

- **Certified/CLA Single Day** – Employee notifies principal and supplies notice of summons. Employee enters as Jury Duty into Absence Management. Building editor enters into KRONOS.
- **Classified Single Day** – Employee notifies principal and supplies notice of summons. Building editor enters into KRONOS.

- **Certified/CLA Longer** – Employee notifies principal. Employee emails notice of selection summons to Personaldays@olatheschools.org. Shelly Longstreth enters into Absence Management. Building editor enters into KRONOS.
- **Classified Longer** – Employee notifies principal. Employee emails notice of selection summons to Personaldays@olatheschools.org. Building editor enters into KRONOS.

Military

- **Certified/CLA** – Employee sends email to principal, Shelly Longstreth, and building secretary with the request and orders. In the email the employee must state if they choose to use illness, personal or dock time for the leave and if there is a specific substitute request. Shelly enters into Absence Management. Payroll enters into KRONOS.
- **Classified** – Employee sends email to principal, Shelly Longstreth, and building secretary with the request and orders. In the email the employee must state if they choose to use illness, personal or dock time for the leave. Payroll enters into KRONOS.