



COLTON
REDLANDS
YUCAIPA

INTEROFFICE MEMO

DATE: March 16, 2012
TO: CRY-ROP Classified Staff
FROM: Human Resources
RE: REPORTING AN ABSENCE



SAME DAY ABSENCE, ILLNESS OR PERSONAL NECESSITY/BUSINESS NOTIFICATION PROCEDURES

Special Note: Please contact Human Resources as soon as the need to be absent is known, but no less than 1 HOUR PRIOR TO THE START OF YOUR WORKDAY to permit time to secure a substitute or to arrange for coverage.

Depending on the start of your workday you will do one of the following to report same day illness or absence.

- A. BETWEEN 7:30 a.m. and 4:30 p.m., Monday - Friday, CALL HUMAN RESOURCES at (909) 793-3115, Ext. 107 OR.....
- B. FOR ALL OTHER TIMES, AFTER BUSINESS HOURS, CALL (909) 793-3115, FOLLOW THE PROMPT. PRESS 2 FOR HUMAN RESOURCES and PRESS 1 TO REPORT AN ABSENCE and/or REQUEST A SUBSTITUTE TEACHER.

In either case, report the following:

- 1. Name
- 2. Date of Absence
- 3. Reason for Absence



The Human Resources mailbox is for brief messages only after business hours. Please, do not leave long detailed lesson plans, instructions, etc.

If the absence due to illness is to be longer than one (1) day, subsequent notification for each days absence prior to 1:00pm is required unless the duration of the absence can be stated at the time of the notification.



IN CASE OF EMERGENCY, SUDDEN ILLNESS OR ACCIDENT

- Call Human Resources at 909-793-3115 **between 7:30am and 4:30pm, Monday-Friday.** You will reach the voice mail system and hear our greeting "Hello, you have reached the Colton-Redlands-Yucaipa ROP. If you know your party's extension please dial it now". In case of an **EMERGENCY PLEASE PRESS 0.** The operator will transfer you to the appropriate department.
- For all other times, after business hours, call 909-793-3115 and follow the prompt. Press 2 for Human Resources and press 1 to report an absence.