



# District 62 Dashboard Report

## Staff Attendance Report August-November '06

December 18, 2006

### Background

Attendance for all of our employees, both certified and classified, is recorded on a daily basis in a Sub Center on-line system. This system allows us to track in real time, up to the minute data on absences. The system is currently tracking 733 employees. An explanation of the reasons recorded for an absence is as follows:

- Paid leave** are days used by employees who are on a Leave of Absence due to Family or Medical reasons.
- Unpaid leave** is for employees who are absent and do not qualify for paid leave or do not have available days.
- Jury Duty** is recorded as an absence because usually a substitute is needed, but the employee is not docked days.
- Vacation** days are recorded for all 12 month employees.

### Analysis

Reason	8/06	9/06	10/06	11/06	Total	%
Jury Duty	4	8	7	7	26	1.06%
Paid Leave	9	41	42	31	123	5.02%
Personal	36	100	140	79	355	6.08%
Sick	146	470	549	583	1,748	71.32%
Unpaid Leave	9	28	47	21	105	4.28%
Vacation		26	43	25	94	3.84%
<b>Total</b>	<b>204</b>	<b>673</b>	<b>828</b>	<b>746</b>	<b>2,451</b>	<b>100.00%</b>
Days of Attendance	9	20	21	20	70	
Daily # of Avg. Absences	23	34	39	37	35	

### Summary

We use attendance results for a variety of reasons including reporting of days to TRS and IMRF when an employee leaves the district, and those absences related to medical/paid leave. We continue to have increased absences around Holidays and Institute Days.

**This Dashboard Report refers to the following policies:**

- 5: 180 Family and Medical Leave
- 5: 250 Leaves of Absence