

**Lee's Summit R-VII School District
Workforce Software
Instructions for Requesting a PTO or PDO on an Emergency Day**

Workforce will not allow you to enter a Time Off Request (TOR) for a PTO or PDO on one of the following 2011/2012 emergency days:

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|-------------------|---|
| 7/01/11 | Day Before a Holiday-4 th of July |
| 7/05/11 | Day After a Holiday-4 th of July |
| 8/10/11-8/16/11 | Week Before School Starts |
| 8/17/11-8/23/11 | First Week of School |
| 9/2/11 | Day Before a Holiday-Labor Day |
| 9/6/11 | Day After a Holiday-Labor Day |
| 9/21/11 | Early Release Day |
| 10/14/11 | Early Release Day |
| 10/19/11-10/20/11 | Early Release Days |
| 11/08/11 | Collaboration/Professional Development/Workday |
| 11/22/11 | Day Before a Holiday-Thanksgiving |
| 11/28/11 | Day After a Holiday-Thanksgiving |
| 12/21/11 | Early Release Day Day Before a Holiday-Winter Break |
| 1/3/12 | Day After a Holiday-Winter Break Collaboration/Professional Development/Workday |
| 1/04/12 | SUPPORT STAFF ONLY* |
| 1/12/12 | SUPPORT STAFF ONLY* |
| 1/13/12 | Day Before a Holiday-Martin Luther King Collaboration/Professional Development/Workday |
| 1/17/12 | Day After a Holiday-Martin Luther King |
| 2/16/12 | SUPPORT STAFF ONLY* |
| 2/17/12 | Day Before a Holiday-President's Day Collaboration/Professional Development/Workday |
| 2/21/12 | Day After a Holiday-President's Day |
| 3/08/12 | SUPPORT STAFF ONLY* |
| 3/09/12 | Day Before a Holiday-Spring Break Collaboration/Professional Development/Workday |
| 3/19/12 | Day After a Holiday-Spring Break |
| 4/05/12 | Day Before a Holiday-Spring Friday |
| 4/09/12 | Day After a Holiday-Spring Friday |
| 4/26/12 | Collaboration/Professional Development/Workday |
| 5/15/12-5/21/12 | Last Week of School |
| 5/25/12 | Day Before a Holiday-Memorial Day |
| 5/29/12 | Day After a Holiday-Memorial Day |

***Last work day that occurs before or after a holiday or before or after spring break would be considered an emergency day and not eligible for PTO.**

In order to request a PTO or PDO on an emergency day, you will need to email Jeff Miller, Assistant Superintendent of Human Resources and also copy your supervisor on the email. Your email must include all of the following:

- 1) Date of the requested absence
- 2) Reason for the absence

Dr. Miller will send an email back to you and your supervisor letting you know if your request was approved or not approved. If your absence is approved, the Human Resources Department will enter your absence in Workforce for the date requested. If your absence is not approved and you do not mark your attendance that day using Workforce, your pay will be docked.

Please note: Workforce will allow you to enter a VTO, VDO, Professional, Bereavement and or Jury Duty on emergency days. An email to Dr. Miller is not necessary for these types of absences.

For questions regarding Emergency Days, please contact Human Resources at 986-1000.