

Sick Leave Quick Guide



Sick 1-5 days

Employee must follow their department's call-in procedure.

Employee must enter a request in WinCapWeb to use sick time. If employee has no sick time available, a request should still be submitted via WinCapWeb.

2-hr Medical Appt: Email proof of appointment to Payroll_department@boces.monroe.edu within 5 school days of appointment. Proof not received within 5 school days will result in absence being changed to .5 day.

Family Sick 1-5 days

Employee must follow their department's call-in procedure.

Employee must enter a request in WinCapWeb to use family sick time.

Check collective bargaining agreement for number of family sick days allowed in a school/fiscal year.

2-hr Medical Appt for family: Email proof of appointment to Payroll_department@boces.monroe.edu within 5 school days of appointment. Proof not received within 5 school days will result in absence being changed to .5 day.

COVID

Employee must follow their department's call-in procedure.

Employee must enter a request in WinCapWeb to use sick time.

Submit proof of positive lab-administered test to:
Payroll_department@boces.monroe.edu within 5 school days.

Subject of email should be "**Proof of positive COVID test**".

If eligible, HR will recode sick days to "State Quarantine" (SQ).

HR will NOT clear employee to return following isolation. Minimum length of isolation is five days after onset of symptoms.

Following a positive result, employee will need to wear a mask if returning to work on days 6-10.

If an employee does not wish to provide proof of a lab-administered test, they will need to stay home until symptoms are improving and they are fever free for at least 24 hours, while using the employee's own sick time.

Extended Leave – 6 or more days

Employee must fill out the "Request for Extended Leave" form in Frontline Central.

Further instructions will be sent to employee's BOCES email.

Employee may not return to work until HR receives clearance from their doctor **and notifies the employee they are cleared to return.**

Workplace Injuries

If you are injured during the workday, you must immediately visit a Monroe #1 School Nurse to complete an accident report. The School Nurse will provide additional information. If your place of work is not a location that houses a Monroe #1 School Nurse, you are to call the Creekside Nurse's Office at 585-383-6416.

If you miss work or seek medical attention because of this injury, immediately notify HR at Workers_comp@boces.monroe.edu. You may not return to work until HR notifies you that you are cleared to do so. All correspondence and medical documentation is to be sent to the email address above.

Additional information is available at [Human Resources Office / Workplace Injuries \(monroe.edu\)](#)