

Sick Leave Quick Guide



Sick 1-5 days

Employee must follow their department 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 with 5 school days will result in absence being changed to .5 day.

Family Sick 1-5 days

Employee must follow their department call-in procedure.

Employee must enter their family sick time in WinCapWeb.

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 with 5 school days will result in absence being changed to .5 day.

COVID

Employee must follow their department 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.

Employee will use their own available sick time to be paid. Employees are no longer reimbursed for COVID time.

Monroe One will follow state and local health guidelines:

- Staff who are not feeling well should stay home.
- They can return to normal activities, including work, after 24 hours of improving symptoms and being fever free without the use of fever-reducing medication.
- Isolation is no longer mandatory.
- Staff have the option to wear a mask upon returning to work.

Sick day 6+/FMLA

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

Further instructions will be sent to employees BOCES email.

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

Professional Study LOA: Complete Professional Study Leave form in Frontline Central. Wait for approval.

Workers Comp

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 \(monroe.edu\)](#)