

## Employment Information System: Reporting Absent Days for Teacher Positions

### Overview

Absent days are collected through the salary data submission in the Employment Information System (EIS) each August. The [Teacher Attendance Rate metric](#) reported in the Illinois Report Card uses this data for individuals with teacher positions in EIS.

### Report Card Teacher Attendance Rate Metric Definition

The Teacher Attendance Rate metric is defined by 105 ILCS 5/10-17a(2)(E) as “the percentage of teachers with less than 10 absences in a school year for reasons other than professional development, leaves taken pursuant to the federal Family Medical Leave Act of 1993, long-term disability, or parental leaves.”

### Purpose

The purpose of the Teacher Attendance Rate metric is to inform on how often teachers are absent. There have been links to teacher absenteeism and negative effects on student outcomes.

### EIS Data Submission Guidance

For teacher positions in EIS, school districts are required to submit data under the EIS data element: “Absent Days.” The definition of “Absent Days” is based on the following “Teacher Absent” definition from the [Civil Rights Data Collection \(CRDC\)](#):

a teacher who is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. This includes both days taken for sick leave and days taken for personal leave. Personal leave includes absences for reasons other than sick leave. Administratively approved leave for professional development, field trips, or other off-campus activities with students should not be included.

For purposes of the EIS Absent Days data submissions, “administratively approved leave” also includes when a teacher is present and participating in the school district’s educational program, as directed by the school district. Activities that fall under “administratively approved leave” are not to be reported to EIS as Absent Days.

Further, any absences for professional development, leaves pursuant to the federal Family Medical Leave Act of 1993, long-term disability, or parental leaves shall not be reported as Absent Days for EIS data submissions.

**Reporting Absent Days**

Absent days are reported in the salary collection in EIS. Absent days must be reported for teacher positions (Position Codes 200-208, 250, 251, and 601-611). Days absent are reported as a number with two decimal places, where 1.00 indicates the teacher missed the whole day and .50 indicates the teacher missed half of the scheduled workday. Use 0.00 if absent days were not taken during the school year.

**Examples for how to code “Absent Days” for Teacher Positions in EIS:**

*ISBE acknowledges that there are several legal requirements regarding absences and leaves, and school districts maintain authority through policies and collective bargaining agreements to develop leaves and absence requirements consistent with those laws. This non-exhaustive list of examples is generalized and may not necessarily be consistent with a school district’s policies and/or collective bargaining agreement. **This information should be used solely for the purpose of entering teacher absences into EIS.***

<b>Considered as absent unless they are used for or concurrently with professional development, FMLA, long-term disability, or parental leave.</b>	<b>Not considered as absent</b>
Vacation days	Professional development (internal/external)
Sick days	Family Medical Leave Act (FMLA)
Personal days	Long-term disability
Bereavement leave	Parental leave
Jury duty	
	Teaching or otherwise present and participating in the district’s educational program, including:
Appointments requiring usage of benefit time (Medical, etc.)	<ul style="list-style-type: none"> <li>• Field trips</li> </ul>
Other absences or leaves that may be established pursuant to an applicable collective bargaining agreement and not otherwise addressed on this chart.	<ul style="list-style-type: none"> <li>• Individualized Education Program (IEP) meetings</li> </ul>
Absence on docked time (including unauthorized absences and strikes).	<ul style="list-style-type: none"> <li>• Coaching/extra- and co-curricular activities</li> </ul>
Workers’ Compensation	<ul style="list-style-type: none"> <li>• Curriculum development</li> </ul>
Unpaid leaves of absence	<ul style="list-style-type: none"> <li>• District/school directed assignments</li> </ul>
	<ul style="list-style-type: none"> <li>• Teacher institute days</li> </ul>
	<ul style="list-style-type: none"> <li>• Coverage of another instructional area within school or district</li> </ul>
	<ul style="list-style-type: none"> <li>• Meetings with district officials regarding the teacher’s performance/misconduct or student performance</li> </ul>

**Last Reviewed or Updated:**

Date	ISBE Staff	ISBE Department	Updates
March 4, 2026	Andrew Blue, Erin Wills, Kaitlin Atterbury, Marilyn Sanchez, Maureen Font, Rae Clementz, Ryan Ehlke, Seon Hwa Eun, Crystal Strohkirch, Erica Thieman, Kirsten Parr, Ronda Dawson, and Caitlin Perry	Data Strategies & Analytics, Educator Effectiveness, Standards & Instruction, CTE, Communications	Initial Publication
May 8, 2026	Mary Karagiannis, Crystal Strohkirch, Erica Thieman, Kirsten Parr, and Ronda Dawson	Legal, Educator Effectiveness, Standards & Instruction, CTE	EIS Data Submission Guidance and Examples for how to code "Absent Days" sections were updated