

CERTIFICATED EMPLOYEES

REPORTING ABSENCES

Frontline Absence Management (formally AESOP) 1-800-942-3767
www.aesoponline.com

ALL ABSENCES

- Whether 15 minutes or 8 hours
- For any and all reasons, including non-work days (if applicable)
- Whether you require a substitute or do NOT require substitute

ARE TO BE REPORTED TO FRONTLINE BY THE EMPLOYEE

STEP 1 – Personally report directly and accurately to Frontline

STEP 2 – Call your SITE SECRETARY if:

- It is too late to report to AESOP; he/she will make the entry for you
- Frontline will not accept the reason for your absence.
- You need to make a correction to a previous absence.

STEP 3 – Furnish back up documents as required for Jury Duty, Military Leave and Medical Absences

All employees can enter their own LABOR CODE 233, PERSONAL NECESSITY but they all **REQUIRE** an explanation be entered into Frontline in the NOTES TO ADMINISTRATOR box (only available online). If you are reporting your absence by phone, call your site Secretary to give her the explanation. Your absence cannot be processed for approval without a qualifying explanation. PERSONAL NECESSITY should be approved by your administrator prior to the absence.

BEREAVEMENT days can be entered by school site Secretaries and HR but have to have the qualifying relationship per CSEA bargaining agreement.

PERSONAL NECESSITY: Requests for any personal necessity leave must be approved by the Superintendent or the Asst. Superintendent, Human Resources, and if granted the absence will be charges to the employee's accumulative personal illness and injury leave. Upon written request by the District, the employee shall be required to present documentation verifying the reason for personal necessity.

MEDICAL NOTES: Are required after the **4th consecutive day of absence or as requested**. A note from your doctor should be submitted to HR if you are being placed off work for an extended period of time. **All medical absences related to surgery, hospitalization, childbirth, injuries or illnesses serious in nature require a release to return to work and MUST be reviewed by HR before returning to work.** All medical releases should include a statement as to whether you are returning to work at full capacity or that you may return to work but have work restrictions. All medicals stipulating work restrictions must list the exact nature of the restrictions and the date of your next evaluation. All medicals stating work restrictions **MUST** be turned in directly to HR for review and clearance to return to work BEFORE you may return to your work site. In some cases, an interactive meeting with the Director of HR may need to be scheduled to discuss possible accommodations.

JURY DUTY: Report the absence to Frontline as soon as you have confirmation that you **MUST ATTEND**. When you are dismissed from jury duty service ask the court for their official verification of duty served. Turn this in to your secretary/supervisor or HR ASAP. Your summons or badge is not proof of actual duty served. Your absence cannot be processed for approval without the Court's official verification of duty served. *****Failure to comply could result in the time coming out of your personal time..**

MILITARY LEAVE: A copy of your military orders requiring you to report on the day of the absence must be submitted to Human Resources. *****Failure to comply could result in a payroll deduction.**

END OF THE MONTH ABSENCE REPORTS SERVE AS YOUR TIME CARD

Your signature on this monthly report indicates that you have personally verified each entry and that you confirm that each entry or non-entry is absolutely CORRECT and that no further changes, entries, etc. will need to be made by you or your site.

REQUESTING PREFERRED SUBSTITUTES

- If you have a preferred sub, you must create or add them to your "Favorites List" of preferred substitutes.
- The instructions for creating this list may be found on the Frontline home page under "Training and Reference Materials" or "HELP".
- When a substitute is required, Frontline will call the subs on your "Favorites List" first.

Substitute Rating/Feedback: Remember to follow-up your absence with rating the substitute you had in your classroom and providing feedback (if the absence required a substitute).

If you need further assistance, please contact
Janell Arnold in Human Resources at 951) 509-5044 – Janell.arnold@alvordschools.org

Updated 6/30/2020