

# CLASSIFIED EMPLOYEES

## REPORTING ABSENCES

Frontline Absence Management (formally AESOP)

1-800-942-3767

[www.aesoponline.com](http://www.aesoponline.com)

Whether the absence is 15 minutes or a full day and whether a substitute is required or is not required

### **ALL EMPLOYEES are responsible for reporting their own absences to Frontline**

**CLASSIFIED BARGAINING AGREEMENT, ARTICLE XVII – LEAVE PROVISIONS, Section 3(f):** A unit member must contact his/her immediate supervisor (or other District office, as directed) as soon as the need to be absent is known, but in any event not less than one hour prior to the time the employee is scheduled to report to work, unless such notification is impossible due to circumstances outside of the control of the employee, to permit the employer to secure substitute service. **Failure to provide adequate notice may be grounds for disciplinary action.**

#### **STEP 1 - Personally report absences directly and accurately to Frontline**

#### **STEP 2 - Call your SITE SECRETARY if:**

- It is too late to report to Frontline (the cut off is 1 hour before your daily start time)
- 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.

**VACATION:** All vacation days **MUST** be **PRE APPROVED** by your supervising administrator. For this reason, vacation days can only be entered by your administrator or site Secretary. For less than 12 month employees vacation days are to be reserved for school breaks when students are not in attendance. Note: HR personnel cannot enter your vacation absences for you without approval from your administrator.

**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.**

**Parental Leave and Child bonding** When an employee has legal custody of a child, he or she may use up to twelve (12) weeks of personal illness and Injury to bond with the child. When possible, requests should be made up to 30 days in advance and be taken in a minimum duration of two weeks. An employee requesting bonding leave for the duration of less than two weeks will have these leave requests granted on two occasions.

## **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.

*If you need further assistance, please contact: Monica Sahagun in Human Resources at 951) 509-5189 – [monica.sahagun@alvordschools.org](mailto:monica.sahagun@alvordschools.org) OR Stephanie M. Rodriguez at 951) 509-5030 – [stephaniem.rodriguez@alvordschools.org](mailto:stephaniem.rodriguez@alvordschools.org)*