

Absence Reporting Guidelines & Instructions for Certificated Employees

Employees can log into the Frontline Absence Reporting System at www.aesoponline.com or call 1-800-942-3767. Below are some definitions about the different absence reasons and guidelines for requesting time off.

1. Sick Day:

- If you have an emergency or become ill before 6:15 a.m., please enter your absence in Frontline.
- If you have an emergency or become ill after 6:15 a.m., please enter your absence in Frontline **and** call your site admin assistant's phone line and leave a message.

2. Personal Necessity (PN):

When possible, requests for personal necessity leave shall be made at least three (3) calendar days in advance of the absence. Advance permission is not required in certain situations as outlined in section 17.4.4 of the CBA.

• Personal Necessity days include:

- a. Immediate members of the family entering the service, going overseas, or returning from overseas.
 - b. Hazardous weather conditions causing unsafe travel.
 - c. Unavoidable emergency business and legal transactions that must be done during the workday.
Such business or transaction shall not be related to Association activities.
 - d. Car accident or breakdown.
 - e. Transportation of family members when absolutely necessary for medical or dental appointments.
 - f. Attendance at school conferences for children of the employee, if necessary, per California statutory requirements.
 - g. Paternity leave.
 - h. Members of the immediate family graduating from high school or college.
 - i. Attendance at a religious observance of a recognized church or denomination when such observance occurs only during the regular workday.
 - j. Any unforeseen occurrence or combination of circumstances which calls for immediate action or remedy. (The approval of the Superintendent required.)
- Your supervisor may request additional explanation or proof to support the absence request.
 - Unit members may also request to use personal necessity leave for reasons of personal business (PB). No more than 15% of employees, at one site, will be granted PB leave on any one day. Members opting to utilize PB leave should enter Personal Business (PB) in their notes to administrator when reporting their absence in Frontline.
 - Personal Necessity is deducted from your sick leave balance.
 - You may request a maximum of **ten (10)** personal necessity days per year.

3. Personal Business (PB): As of July 1, 2020, Personal Business is no longer a separate leave balance and is now included as an option under Personal Necessity (PN).

4. Jury Duty:

- Please enter your absence into Frontline as soon as possible after receiving your summons.
- If you voluntarily postpone jury duty to non-district work time, you will receive \$40/day for up to 5 days of jury duty with verification of jury postponement and service.
- Upon returning, provide to the admin assistant at your site the stamped proof-of-service from the court.

5. Bereavement: Please enter the absence into Frontline as soon as it is feasible.

6. Release Time: To be used for attending conferences, meetings, field trips, etc.

For help with utilizing the Frontline program, visit <https://coronadousd.net/faculty-staff/staff-substitute-request-information/>