



## **Absence Reporting Guidelines & Instructions for Classified Employees**

Employees can log into the Frontline Absence Reporting System at [www.aesonline.com](http://www.aesonline.com) or call 1-800-942-3767. Below are some definitions about the different absence reasons and guidelines for requesting time off.

### **1. Sick**

- In accordance with Article 10.1.12 of the CSEA Contract, classified staff must notify his/her immediate supervisor or designated representative (Frontline) no later than two (2) hours prior to the start of shift.
- 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.
- Please note that illness cannot be used for mandatory vacation days.

### **2. Personal Necessity\*:**

- Please input the absence into Frontline at least three (3) days in advance unless there is an emergency. Be sure to provide an explanation for your request.
- You may request a maximum of **seven (7)** personal necessity days per year.
- Personal Necessity includes: an accident involving yourself or your property, a court appearance, etc.
- Please note that Personal Necessity cannot be used for mandatory vacation days.

### **3. Personal Business (PB)\*:**

- Please input the absence into Frontline at least two (2) days in advance unless there is an emergency.
- You may request a maximum of **five (5)** personal business days per year.
- PB leave is limited to circumstances that are serious in nature, necessitate immediate attention, and cannot be taken care of after work hours or on weekends.
- Please note that Personal Business cannot be used for mandatory vacation days.

### **4. Jury Duty:**

- Please enter your absence into Frontline as soon as possible after receiving your summons.
- Upon returning, provide to the admin assistant at your site the stamped proof-of-service from the court.

**5. Vacation:** Please enter your absence into Frontline to request your Supervisor's approval.

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

**7. Leave without Pay:** Please enter your absence into Frontline to request your Supervisor's approval.

**8. Release Time:** Please enter your absence into Frontline for attending conferences, school meetings, etc.

**\* Both Personal Business and Personal Necessity are deducted from your sick leave. There are not additional allocations of time for these leaves.**

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