

Absence Reporting Guidelines & Instructions for Certificated Employees

Employees can log into the Frontline Absence Reporting System at 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 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)*:

- 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.)
- Please enter 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.

3. Personal Business (PB)*:

- You may request up to **five (5)** personal business days per year. **No explanation is required.**
- No more than 15% of employees, at one site, will be granted PB leave on any one day.

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.

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

For help with utilizing the Frontline program, visit <https://coronadousd.net/district-links/frontline>