

Absence Reporting Guidelines & Instructions for Certificated Employees

Beginning in the 2019-2020 school year, all absences will now be entered into Frontline. 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. Illness:

- If you have an emergency or become ill before 6:15 a.m., please utilize the Frontline system.
- If you have an emergency or become ill after 6:15 a.m., please utilize the Frontline system **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.)
- Complete the Certificated Absence Request Form 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)*:

- Complete the Certificated Absence Request Form at least two days in advance unless there is an emergency.
- You may request up to five 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:

- Complete the Certificated Absence Request Form 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.

5. Bereavement: Complete the Certificated Absence Request Form as soon as it is feasible.

6. Conferences, Meetings, Field Trips, etc.: Complete the Certificated Absence Request Form as soon as possible.

** 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/district-links/frontline>