

Absence Reporting Guidelines & Instructions for Classified 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.aesoponline.com or call 1-800-942-3767. Below are some definitions about the different absence reasons and guidelines for requesting time off.

1. Illness

- In accordance with Article 10.1.12 of the CSEA Contract, classified staff **must notify his/her immediate supervisor or designated representative no later than two (2) hours prior to the start of your shift.**
- If your Designated Representative for this purpose is the Substitute Call Line, please call (619) 522-8903.
- If you have an emergency or become ill after 6:15 a.m., call your site administrator or designee.
- Please note that illness cannot be used for mandatory vacation days.

2. Personal Necessity*:

- Complete the Classified 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.
- 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)*:

- Complete the Classified Absence Request Form 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: Complete the Classified Absence Request Form as soon as possible after receiving your jury duty summons.

5. Vacation: Complete the Classified Absence Request Form to request your Supervisor's approval.

6. Bereavement: Complete the Classified Absence Request Form as soon as it is feasible.

7. Conferences, Meetings, Field Trips, etc.: Complete the Classified 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>