

FRONTLINE (AESOP) ABSENCE MANAGEMENT SYSTEM

All absences regardless of whether or not they require a substitute should be entered into the Frontline system.

Amherst County Public School's employee leave policies: GCBD and GCBD-R (Professional Staff Leaves and Absences), GCBE and GCBE-F (Family and Medical Leave), GCBEA (Leave Without Pay), and GDBD and GDBD-R (Support Staff Leaves and Absences). (<https://go.boarddocs.com/vsba/apsva/Board.nsf/Public?open&id=policies>)

There are 8 basic reason codes used to request an absence. They are as follows:

Annual Leave: Vacation days assigned to 12 month employees.

Personal Leave: 2 days per year accrued by all full-time employees whose employment dates are effective by October 1.

Sick Leave: Days to be used for personal illness including quarantine, injury, pregnancy, temporary physical or mental incapacity, illness in the immediate family (defined in the policy manual) requiring no more than five (5) days of absence in any one case, or death in the family (defined in the policy manual) for a period not to exceed 5 days.

COVID: New code added to Frontline this year to be utilized for recording all days missed due to a reported and approved COVID exposure or illness. The type(s) of leave you choose to use must be documented in the "notes to the administrator" section. The options are as follows:

PSL (paid sick leave up to 10 days annually as per the Families First Coronavirus Response Act [FFCRA] which is in force through December 31, 2020)

Sick leave

Personal Leave

Annual Leave

Court/Jury: This leave is used in two ways. In the "notes to the administrator" you must indicate whether you are using jury or court leave. You also need to provide a copy of the court paperwork associated with the absence to your supervisor who will then forward the information to Jody Kendrick, Payroll and Benefits Coordinator.

Jury: You have jury duty (paperwork from the Clerk of the Court).

Court: You have been subpoenaed in a witness capacity for the school system. **If you are going to court for personal business you use your Annual or Personal Leave.**

Military: An employee who is a member of an officially recognized military reserve unit shall be entitled to fifteen (15) calendar days annually of military leave for training purposes.

LWOP: Leave without pay

Professional Leave: Must be approved for leave related to staff development. The specifics of the leave must be documented in the "notes to the administrator" in Frontline.

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Enter all leave in Frontline in half or full day increments. Classified staff should also enter leave time in half or full day increments on their work logs.

NOTE: On work logs under “amount of leave used” do not short your leave hours. If you planned to take a full or half day, but your duties kept you from taking the total leave time, please still put the total time for a full or half day on your work log so that you will be paid for the additional time you worked. Refer to examples for guidance.

Examples:

8 hr./day employee: work log full day=8:00, half=4:00

7.5 hr./day employee: work log full day=7:30, half day=3:45

7 hr./day employee: work log full day=7:00, half day=3:30

TEACHERS AND INSTRUCTIONAL ASSISTANTS

Due to varying student schedules a teacher or instructional assistant may not require a substitute because the leave time may encompass time without students. In Frontline, you will be required to choose “yes” or “no” under substitute required. Be careful to choose the correct response based upon student attendance.

In the past you have received the AS400 report detailing your absence balances. This year that information is available to you in Frontline, therefore you will no longer receive the AS400 report.

ACCESS LEAVE INFORMATION:

- Sign into Frontline using your user name and password
- Click on Account to the left of the page
- Click on Absence Reason Balances-this shows your initial, used, pending, and ending balances. The system will not allow you to enter more Annual Leave, Personal Leave, or Sick Leave than you have in your balances. Once you have exhausted Annual Leave and Personal Leave balances, if the absence does not meet the criteria for Sick Leave, the absence should be entered as Leave Without Pay.

To see more detail concerning your absences you may:

- Click on Absences
- Click on Past Absences