

## AFSCME Absence Reporting Instructions

As a new employee, you will receive an email from Frontline providing instructions on how to access Westport Community Schools absence management system called Frontline/Aesop.

All Staff: Please follow instructions contained in this document for entering absences in AESOP/FRONTLINE. No paper forms are needed for absences being entered in Aesop unless you are requesting unpaid time off or you are attending an off-site professional development session. In each of these cases, you will need to complete the “WFT Request For Unpaid Leave of Absence” or “Professional Development” form which can be found on [www.westportschools.org](http://www.westportschools.org), Staff, Forms. It is no longer necessary to complete a separate form to request a Family Sick Leave or Bereavement.

Per the instructions provided, please provide the requested information in the “Notes To Administrator” box in the absence request screen in Aesop.

Please note that the instructions in this packet do not cover FMLA. If you need to request time off under the Family Medical Leave Act, please contact Kristin McDaniel in Human Resources (x4030).

Note that excerpts from the AFSCME contract have been provided below. However, you should always refer to the AFSCME contract for complete information. The contract can be found on [www.westportschools.org](http://www.westportschools.org), Departments, Human Resources, Collective Bargaining Agreements.

Enter all absences in Aesop/Frontline as soon as possible to ensure adequate coverage.

Frontline/Aesop Absence Codes:

The screenshot shows the 'Create Absence' interface in the Frontline/Aesop system. On the left is a navigation menu with options: Home, Absences, Feedback, Account, and Directory. The main content area has tabs for 'Create Absence', 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The 'Create Absence' tab is active, showing a calendar for August 2019 with the 23rd selected. Below the calendar is a 'Helpful Hint' stating: 'You can select multiple days individually or click-and-drag to select a range of dates.' To the right of the calendar are several input fields: 'Substitute Required' (set to 'Yes'), 'Absence Reason' (a dropdown menu with a list of codes), 'Time' (with a note: 'Please enter a valid time range using the HH:MM AM/PM format'), and 'Notes to Administrator' (with a 255-character limit). On the far right is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area and a 'No file chosen' message. At the bottom right are three buttons: 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'. The Frontline Education logo and copyright notice '© 2019 | All rights reserved' are visible in the bottom left corner.

### I. Sick Leave (Staff Member’s Own Illness - Charged to Sick Time)

Excerpt from page 10 of Contract:

“1. Sick leave will mean authorized absences from work because of personal illness, a medical condition that requires a visit to the doctor, or a family medical condition that prevents the employee from performing her/his normal duties.

Each employee shall be credited with one and one-half (1 ½) days of sick leave on the last day of each month worked. Sick leave may be accumulated but only to a limit of 185 days.

2. An employee may be required to submit a medical report from his/her physician after using sick leave for four (4) consecutive work days, or where a pattern of sick leave abuse is suspected. An employee who uses twelve (12) or more sick days in any school year may be required to undergo a job-related physical, fitness-for-duty examination. Reasonable expenses of said medical reports or examinations required by the employer will be paid by the employer.”

**Frontline/Aesop Instructions For Entering Sick Leave:**

- 1. Enter Code from dropdown menu : \*AFSCME Sick/FE/Ber>Sick Day
- 2. Notes To Administrator: Not Required.

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**II. Family Sick Leave - Charged to Sick Time**

Excerpt from Page 10 of Contract:

“3. Each employee shall be allowed to use not more than seven (7) days of said days credited per year for family sick leave to be deducted from accrued sick leave, with the understanding that the superintendent or superintendent’s designee can grant additional family emergency time in extraordinary circumstances if the employee submits a written request. Family sick leave will be granted when:

- a. An emergency illness or injury in the family that requires an employee to make arrangements for necessary medical and nursing care.

b. A serious or critical illness in the immediate family, or of any person for whose welfare the employee is solely responsible.

c. The taking care of either 1) a member of the immediate family or 2) a person for whose welfare the employee is solely responsible.

Employees shall be permitted to use up to three (3) of these seven (7) "family sick days" annually for medical appointments for such individuals which cannot be scheduled outside of work hours. Employees using family sick days for a medical appointment may be required to submit a doctor's note explaining the inability to schedule the appointment outside work hours. The exception to this requirement shall be for family sick days taken for care of children younger than high school age, for which no doctor's note will be required.

The Superintendent may grant employees up to five (5) additional unpaid days each year for the care of a family member, upon written request of the employee."

**Frontline/Aesop Instructions For Entering Family Sick Leave:**

- 1. Enter Code from dropdown menu : AFSCME /Sick/FE/Ber>Family Emergency Day**
- 2. Notes To Administrator: Name of Family Member, Relationship, Option Type (above): a, b or c**

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**III. Bereavement - Charged to Bereavement, Sick or Personal Time**

Excerpt from pages 7 & 8 of contract:

"A. Days not charged to Personal and/or Sick Leave:

- 1. An employee shall be allowed up to four (4) weekdays immediately following the day of death for each death in the immediate family during any fiscal year.

If the employee is scheduled to work on a weekend immediately following the day of death, the employee will be entitled to take bereavement days on those weekend days immediately following the day of death. This allowance is not cumulative. It is not charged to sick leave. Immediate family means:

life partner, children, father, mother, sister, brother, grandparents, grandchildren or any other member of the same household. Upon proof of a ceremony or service to be attended at a later date, the Superintendent may, in his/her sole discretion, permit the use of bereavement leave days which do not immediately follow the immediate family member's death.

2. In the event of the death of a mother-in-law or father-in-law, brother-in-law or sister-in-law, an employee shall be allowed up to four (4) days calendar days off during any fiscal year.

B. Days charged to personal and/or Sick Leave:

1. In the event of the death of a significant other, either one (1) day of sick leave or one (1) day of personal leave time may be used."

***Frontline/Aesop Instructions for Entering Bereavement (days not charged to Personal or Sick Leave – see A above***

1. ***Enter Code from dropdown menu : Bereavement - Family***
2. ***Notes To Administrator: Enter Name of Family Member, Relationship.***

***Frontline/Aesop Instructions for Entering Bereavement (days charged to Personal and/or Sick Leave – see B above***

1. ***Enter Code from dropdown menu : AFSCME – Sick/FE/Ber > Bereavement – S.O. or Personal - AFSCME PERSONAL-WFT)***
2. ***Notes To Administrator: Enter Significant Other***

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IV. **Personal Day Off**

Excerpt from Pages 12 & 13 of Contract :

“Each employee shall be entitled to two (2) days off per year for personal leave after having served a probationary period of three (3) consecutive months. The employee desiring to use such personal leave shall give a minimum of two (2) days’ written notice of her/his desire to use such leave except in the case of an emergency, and said designation shall require the approval of the superior of the employee desiring such personal leave as to the day on

which it is taken. This leave shall not be deducted from sick leave or vacation time. Personal days may be used for school closure, due to emergencies.

Employees may carry over one (1) unused personal day from one year to the next, but at no time may an employee accumulate a balance of more than three (3) unused personal days.”

**Frontline/Aesop Instructions for Entering Personal Days**

- 1. Enter Code from dropdown menu : **PERSONAL – AFSCME**
- 2. Notes To Administrator: **Not Required.**

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**V. Professional Development (off-site)**

**Completion of Professional Development Form is required.** Complete the Professional Development Form per the Professional Development Instructions and enter your absence in Aesop/Frontline per the instructions below. If the Professional Development is not approved, please cancel your absence in Frontline/Aesop.

**Frontline/Aesop Instructions for Entering Professional Development**

- 1. Enter Code from dropdown menu : **PROFESSIONAL DEVELOP**
- 2. Notes To Administrator: **Not Required.**

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**VI. Vacation**

See pages 14 & 15 of Contract for eligibility.

**Frontline/Aesop Instructions for Entering Vacation Days**

- 1. Enter Code from dropdown menu : **VACATION**
- 2. Notes To Administrator: **Not Required.**

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**VII. Unpaid LOA**

**Completion of Unpaid Leave of Absence Form is required.** Complete the Unpaid Leave of Absence Form titled “AFSCME Request For Unpaid Leave of Absence” which can be found on [www.westportschools.org](http://www.westportschools.org), Staff, Forms, AFSCME - Unit C Leave of Absence Forms

Unpaid LOAs must be approved by the Superintendent.

After completing Unpaid Leave of Absence Form, follow instructions below.

**Frontline/Aesop Instructions for Entering Unpaid Leave of Absence**

1. **Enter Code from dropdown menu : UNPAID - LOA**
2. **Notes To Administrator: Not Required.**

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**VIII. For Jr. Sr. High School Use Only (Field Trip)**

1. **Enter Code from dropdown menu : Field Trip**
2. **Notes To Administrator: Enter Field Trip Location.**

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**IX. For Building Secretaries Use Only – when entering “vacancies” enter the vacancy reason codes in Aesop below:**

Coverage > Extra Duty

Coverage > Grade Level Meetings

Coverage > IEP

Coverage > Parent Conference

Coverage > Unfilled Position