

WFT 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, Staff, Forms. It is no longer necessary to complete a separate form to request a Family Leave Day, Family Medical 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 WFT contract have been provided below. However, you should always refer to the WFT contract for complete information. The contract can be found on 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:

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

Excerpt from Pages 29 and 30 of Contract:

“Employees will accrue a total of fifteen (15) school days of absence, per school year for personal illness and family emergency. Any absence due to illness on the day prior to or following vacations shall be documented and placed in the teacher’s personnel folder. Such leave shall accumulate at the

rate of 1.5 days per month over a period of ten (10) months beginning in September and ending in June of each school year. Teachers in their first month of employment in the school district shall be fronted their first three (3) sick days representing the one and one-half (1 1/2) sick days per month that they would normally accrue for their first two months of employment. Thereafter, they shall accrue sick days at the rate of one and one-half (1 ½) days per month as set forth above in this paragraph. Such leave not used in the year of service for which it is granted shall be accumulated up to a total of two hundred (200) days.

If the Superintendent has reason to suspect sick leave abuse, any employee absent for more than four (4) consecutive days for personal illness, or more than fifteen (15) days in any school year for personal illness may be required by the Superintendent or his/her designee to provide appropriate medical evidence of his/her personal illness as a condition of receiving benefits under this section G (Sick Leave). “

Frontline/Aesop Instructions For Entering Sick Leave:

1. Enter Code from dropdown menu : *WFT-Sick/Bereave/F>Sick Day
2. Notes To Administrator: Not Required.

II. Family Medical Leave - Charged to Sick Time

Excerpt from Page 30 of Contract:

“Not more than five (5) of said fifteen (15) sick days per year shall be allowed for any one family medical issue.

Family medical illness shall be defined as follows:

- a. A medical illness or injury to an immediate family member of the teacher that requires a teacher to attend to the immediate family member’s medical or nursing care, and which cannot be performed outside of the regular workday. This shall be deemed to include transporting an immediate family member to and from the hospital. Immediate family member shall be defined in Article IX, G(6)(a)(i). (Immediate family means: life partner, children, father, mother, mother-in-law, father-in-law, sister, brother, grandparents, grandchild, or any other member of the same household.)
- b. A serious or critical illness to an immediate family member for whose care the teacher is solely responsible.

The Superintendent in his/her sole discretion may extend the family medical illness provision beyond five days.”

Frontline/Aesop Instructions For Entering Family Medical Leave:

1. **Enter Code from dropdown menu : *WFT-Sick/Bereave/F>Family Medical Leave**
2. **Notes To Administrator: Name of Family Member, Relationship, Option Type: A or B**

III. Family Leave Day– Charged to Sick Time

Excerpt from page 30 of Contract:

“Upon written request at least 48 hours in advance, a teacher may, at the discretion of the Superintendent, utilize one day per year for family leave (using immediate family definition including life partner living in household) for graduations, births, religious observances, visits to children’s school for conferences, said day to be deducted from sick leave and not subject to before/after school vacation restriction. The Superintendent must have reasonable grounds for denial of a request. In case of unforeseen circumstances, the 48 hour written request shall be waived.”

Frontline/Aesop Instructions For Entering Family Leave Day

1. **Enter Code from dropdown menu : *WFT-Sick/Bereave/F>Family Leave Day**
2. **Notes To Administrator: Enter Event Name of Family Member, Relationship, Event Type.**

IV. Bereavement - Charged to Bereavement, Sick or Personal Time

Excerpt from page 31 of contract:

- “a. Days not charged to Personal and/or Sick Leave
 - i. A teacher shall be allowed up to four (4) weekdays for a death in the immediate family during any school year. This allowance is not cumulative. It is not charged to sick leave. Immediate family means: life partner, children, father, mother, mother-in-law, father-in-law, sister, brother, grandparents, grandchild, or any other member of the same household.
 - b. Days charged to personal or sick leave (**Charged to Sick Time or Personal Time**)

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 and/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 : *WFT-Sick/Bereave/F>Bereavement or PERSONAL-WFT)
2. Notes To Administrator: Enter Significant Other.

V. Personal Leave

Excerpt from page 32 of contract:

“Personal Leave

- a. Teachers shall be entitled to two (2) personal days per school year to allow for personal business, emergencies, and other personal matters that cannot be scheduled outside the school day.
- b. Personal days will not be approved on the first or last day of the school year. However, collectively, teachers at the Jr./Sr. High School shall be entitled to take up to six (6) personal days preceding or following holidays or vacations. Collectively, teachers at the Elementary School shall be entitled to take up to four (4) personal days preceding or following holidays or vacations. Collectively, teachers at the Macomber Primary School shall be entitled to take up to four (4) personal days preceding or following holidays or vacations. Under extenuating circumstances the Superintendent may waive the restriction pertaining to the first or last school day, or may allow additional days beyond those listed above, however, the Superintendent’s decision shall not be subject to the parties’ grievance and arbitration procedure.
- c. Unused personal days may be accumulated from year to year, said amount not to exceed four (4) days. In the event that an employee accumulates a fourth personal day in one year, the employee must use the fourth personal day during the next school year.”

Frontline/Aesop Instructions for Entering Personal Days

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

VI: 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.**

VII. Unpaid LOA

Excerpt from Page 32 of Contract:

“H. Other Leaves

1. A member of the bargaining unit shall be granted a leave of absence without pay to serve as an elected official in public office for a period of two (2) years.
2. Leaves of absence may be extended by the School Committee.
3. Upon two weeks notice, members of the bargaining unit shall have the right of up to five (5) consecutive school days of unpaid personal leave biennially to be scheduled so as not to create a special hardship on the Westport Community Schools. The Superintendent may in his/her discretion approve short term leave on occasion of unforeseen circumstances. No leave under this section may be used to extend a school vacation. Leave under this section shall not be unreasonably denied.”

Completion of Unpaid Leave of Absence Form is required. Complete the Unpaid Leave of Absence Form titled “WFT Request For Unpaid Leave of Absence” which can be found on www.westportschools.org, Staff, Forms, WFT 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.**

VIII. WFT Religious Holiday

Excerpt from Page 33 of Contract:

“Religious Observances

Employees shall be entitled to two (2) days leave with pay for the purpose of observing religious holy days where the tenets of the member’s religion obligate abstention from work and where the formal religious observance of the day conflicts with the school day. All members shall provide written notice to the Superintendent of Schools within two weeks before the date of observance. Employees may use personal days to extend observance beyond two days if it is determined that extenuating circumstances for such personal days to be taken, as determined by the Superintendent’s discretion. In the event an employee has exhausted his/her personal days, one additional religious day shall be deducted from the member’s sick leave.”

Frontline/Aesop Instructions for Entering Religious Holiday

- 1. Two weeks prior to the event, Enter Code from dropdown menu : WFT Religious Holiday**
- 2. Notes To Administrator: Not Required.**

IX. 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.**

X. 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