

San Lorenzo Unified School District



EMPLOYEE ABSENCE CERTIFICATE

Guidelines for Employees

When you log in to Aesop/Frontline, you will be greeted with a web alert that tells you to complete and absence certificate upon return to work and provides you with a link to a sample of an absence certificate, where you can get them, how to complete them, and when and to whom you need to return them.

For cost and work efficiency and streamlining of roles and responsibilities regarding the completion of absence certificates, we are setting the following guidelines:

1. Every employee who **MUST** be absent for whatever reason it may be, **MUST** log in their absence to Aesop/Frontline before or on the day of their absence. For employees **who realize their absence and wish to report their absence with less than 2 hours before their work start time on the day of absence**, please call the Absence Specialist Desk at (510) 317-4655 and their site or department.
2. Employees who reasonably do not have access to log in to Aesop/Frontline, should call in their same-day absence to the Absence Specialist Desk at (510) 317-4655 and their site or department.
3. Every certificated or classified employee who is absent must log in to Aesop/Frontline and **MUST** work with their site's or department's designated office support staff to ensure that they have a completed and signed absence certificate upon returning to their work.
4. Please check your bargaining contract for the limitations on the use of reasons for your absence or for any authorization required for your absence.
5. Return the completed and signed absence certificate to your site's or department's designated office support staff **on the same day that you return from your absence**.
6. Non-completion and/or incomplete and incorrect completion of the absence certificate may result in unnecessary adjustments to your paycheck.
7. You will soon receive a monthly audit of your absences that you can review and confirm or make corrections if you believe that there are errors in your absence information. The monthly attendance audit will help you track the number of absences you incur based on reasons for your absence as prescribed by your Union's or Association's contract.
8. Every employee is responsible for the number and limit of absences they incur based on reasons for your absence as prescribed by your Union's or Association's contract.
9. If you have questions regarding your absence reporting before or after your absence, please contact the Absence Specialist desk at (510) 317-4655.
10. If you have questions about any of the contract-based provisions of your absence/s, please contact your Union or Association representative.

