



LEAVES OF ABSENCE



Not feeling well? Received a jury summons? Taking a vacation? Please refer to this guide on different types of leave and how to use/request them.

Step 1. Notify

Employees are responsible for inputting their absences into Frontline (Aesop). Please check with your site secretaries and/or supervisor to see if they would also like to be notified by a call or email in the event that you will be absent. **If you will be out for an extended period (longer than three days) Human Resources should also be notified at hr@riponusd.net.** If you are aware that you will need to take extended time for an upcoming surgery, pregnancy, etc., please notify HR in advance. We will meet with you to discuss your options for leave (you may be entitled to leave through FMLA – The Family Medical Leave Act).

Please see the table on the back for information on different leave types and coding absences.

Step 2. Document

When you are out for extended periods of self-ill (more than three days) you will need to provide a doctor's note to the HR Department. HR & Payroll may request additional items depending on the type of leave.

Step 3. Communicate

Communication with your site and HR/Payroll is important. We want to ensure that you have all of the necessary information in regards to sick leave, FMLA, etc. If there is a change in your leave status, or an emergency, the sooner we are aware, the sooner we can work with you.

Did you know?

- We offer a state approved plan for Disability Insurance through American Fidelity. **You may not automatically pay into state disability insurance through Ripon Unified.** We recommend meeting with American Fidelity to discuss your options (flyer included in this packet).
- Entitlement to FMLA leave runs on an annual basis. Our leave year runs concurrent with the school & fiscal year (July-June).

Common Absences

Illness and Medical Appointments

Self Ill (620) and **Self Med. Appt (620)** can be used for your own illness or appointment. Employees are granted 1 day of sick time per month scheduled to work upfront at the beginning of each school year. Unused sick time carries over each year. If you will be out more than three days for a surgery, illness, or other medical related reason, a doctor's note may be requested. Using more than your available sick time will result in a payroll deduction.

Family Care, Personal Appointments, Emergencies (not for recreation)

Employees may use **7 days** of their sick time each year towards personal necessity/confidential reasons. Using more than the allotted 7 days will result in a payroll deduction. These may be inputted in Frontline accordingly under: **Pers. Conf. (625)**, **PN Accident (623)**, **PN Court App (624)**, **PN Family Ill (621)**, **PN Other (594)**, and **PN Prop Loss (622)**.

Vacation

Vacation is accrued by full-time classified employees and should be inputted as **Vacation (510)**. Part-time classified employees receive vacation pay as part of their monthly salary in lieu of accrued time. Employees who do not accrue vacation time will be docked pay if vacation is taken on a contract day.

Bereavement/Funerals

Employees may use up to 3 days of **Bereavement (591)** (5 days if over 300 one-way travel miles are required) for any immediate family member. For non-immediate family members or additional time, **Funeral (626)** may be used, and will be deducted as a PN day.

Jury Duty

Jury Duty (527) should be used if you have been summoned for Jury Duty. Absences for Jury Duty will not result in a deduction in pay. If you receive payment through the court for your time, we must be notified, and your pay must be offset accordingly.

Unexcused or Absences after Exhaustion of Available Leaves

If you are absent from work or plan to be absent and it does not fall under one of the above categories OR you have already used your available time, please contact HR to discuss your options. Utilizing time beyond what is available to you can affect your pay.

Please Note: This sheet is a guide, and is not a comprehensive list of all leave policies. You may refer to your bargaining unit contract for more detailed information on available leaves and policies or contact HR for any questions.

Inputting Absences



Ripon Unified School District tracks absences utilizing Frontline (formerly known as Aesop). In Frontline, you will be able to input absences for in-service, illness, medical appointments, personal necessity, etc. If you are a new employee, you will receive an email to access Frontline once you have been generated an account.

Absences must be inputted prior to your start time for that day. If you are unable to create an absence due to the cutoff time, please contact your site secretary for assistance. Please refer to your bargaining unit contract or HR for information regarding absence policies.

To login to Frontline on a desktop, visit:
<https://absenceadminweb.frontlineeducation.com/access>
(it is recommended to bookmark this for future use)

You can also download the mobile app by searching for Frontline Education in your app store. If you are asked for a 4-digit code before logging in, use: 7354.

From the home screen, you will be able to create an absence. Please indicate the date(s), reason, and time.

The screenshot shows the 'Create Absence' form in the Frontline system. At the top, there are three colored boxes: blue for 'Absences', orange for 'Closed Day', and yellow for 'In-service day'. Below this is a navigation bar with 'Create Absence' (active), '0 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'. The main content area is for 'August 22' and includes a calendar for August 2023 with the 22nd highlighted. A 'Helpful Hint' box states: 'You can select multiple days individually or click-and-drag to select a range of dates.' The form fields include: 'Substitute Required' (Yes), 'Absence Reason' (Self Ill (620)), 'Time' (Full Day, 07:45 AM to 03:15 PM), and 'Accounting Code' (SICK OR PERSONAL LEAVE). There are two text areas for 'Notes to Administrator' (containing 'out ill') and 'Notes to Substitute'. A 'FILE ATTACHMENTS' section has a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.