



To: All Rio Staff
From: Carolyn Bernal, Director Human Resources 
Date: March 23, 2017
Re: **Frontline Education/Aesop Procedures** 

The District would like to thank you for your cooperation in using the **Frontline Education** system to report **ALL** absences and leave requests. Please review the following procedures identified below to assist you with reporting all absences, including those that will require administrative approval prior to being entered into the Frontline Education/Aesop system. Please call (805) 485-3111 ext. 2114, to leave messages **before 7:00am or after 4:30pm**, for assistance with absence requests.

❖ It is a requirement for all employees to report their absences to Frontline Education on or before the day of the absence. If you miss the cut-off time to report your absence, you must contact the HR department for assistance. It is the responsibility of the employee to enter all absences for: **Illness/Medical, PNL, Jury Duty, FSL, and Bereavement.**

1. Illness/Medical (Classified/Certificated)

- Report your absence to Fontline Education.
- Complete the absence report and submit it to your administrator for signature.

2. Personal Necessity “Reason Required & No-Tell” (Classified/Certificated)

- Report your absence to Fontline Education.
- Complete the absence report and submit it to your administrator for signature.
- **CLASSIFIED EMPLOYEES:** Classified employees are entitled to a total of 10 days of PNL per fiscal year (2 days of the 10 days allowed can be used for PNL “No-Tell)
- **CERTIFICATED EMPLOYEES:** Certificated employees are entitled to a total of 10 days of PNL per fiscal year (5 days of the 10 days allowed can be used for PNL “No-Tell)

4. Family Sick Leave (Classified Only)

- Report your absence to Fontline Education.
- Complete the absence report and submit it to your administrator for signature.
- **Please note, classified employees are entitled to 6 days of FSL per fiscal year**

5. School Business/Trainings (Classified/Certificated)

- Complete the absence report with the request and submit it to your office manager ASAP.
- Your request will be forwarded to the HR department for approval.
- Once approved, the request will be added to the Frontline Education/Aesop system. Your confirmation number will be available online at <https://aesoponline.com/login2.asp> using your web log in ID and Pin #

6. Jury Duty (Classified/Certificated)

- Report your absence to Frontline Education.
- Complete the absence report and submit it to your administrator for signature.

7. Bereavement (Classified/Certificated)

- Report your absence to Frontline Education.
- Complete the absence report and submit it to your administrator for signature.
- **5 days of bereavement given by district for immediate family only. Please see definition of immediate family in the union contract.**
- ****Please note, you may use 3 days of "Bereavement - PNL" for non-immediate family. This will be docked as PNL.****

8. Vacation Leave (Classified Only)

- Complete the absence report with your vacation request for administrative approval.
- Forward approved vacation requests to Human Resources, attention Michelle Duckett.
- Your request will be added to the Frontline Education/Aesop system. Your confirmation number will be available online at <https://aesoponline.com/login2.asp> using your web log in ID and Pin #

9. Union Release Time (Classified/Certificated)

- Please notify your department administrator your request for Union Release time at least (5) days prior to the selected date.
- Complete the absence report with the request and submit it to your office manager.
- Your request will be added to the Frontline Education/Aesop system. Your confirmation number will be available online at <https://aesoponline.com/login2.asp> using your web log in ID and Pin #

10. Negotiations (Classified/Certificated)

- Please notify department/site administrator at least (5) days prior to CSEA/RTA Negotiations.
- Complete the absence report with the request and submit it to your office manager.
- Your request will be added to the Frontline Education/Aesop system. Your confirmation number will be available online at <https://aesoponline.com/login2.asp> using your web log in ID and Pin #

11. Maternity Leave (Classified/Certificated)

- Please contact Michelle Duckett and/or Jillian Ramos in Human Resources to schedule an appointment.
- Maternity Leave will be entered into the Frontline Education/Aesop system. Your confirmation number will be available online at <https://aesoponline.com/login2.asp> using your web log in ID and Pin #

2500 Vineyard Avenue, Oxnard, CA 93036 ~ Telephone: (805) 485-3111 ~ Fax Number (805) 604-7825 ~ www.rioschools.org

12. **Medical Leave / FMLA**

- Please contact Michelle Duckett and/or Jillian Ramos in Human Resources.
- Medical Leave will be entered into the Frontline Education/Aesop system. Your confirmation number will be available online at <https://aesoponline.com/login2.asp> using your web log in ID and Pin #

13. **Government/Military Leave**

- Please contact Human Resources.
- Government/Military Leave will be entered into the Frontline Education/Aesop system. Your confirmation number will be available online at <https://aesoponline.com/login2.asp> using your web log in ID and Pin #