



NEWARK UNIFIED SCHOOL DISTRICT

Human Resources Department

DATE: August 9, 2022
TO: All NUSD Employees
FROM: Cathreene Ingham-Watters, Executive Director of Human Resources
RE: Notification for Absence Reporting Procedures

For the past eight years NUSD has had the process of using the service from Frontline Education (formerly known as AESOP) that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. The Frontline Absence & Time solution is available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

How do I interact with Frontline?

1. You can interact with Frontline on the internet at <http://www.aesoponline.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Frontline toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Important Notes:

In order to be able to use the online- tool you will need to enter the following:

- ID Number XXXXXXXXXX
- PIN XXXXX

All employees are required to report their absences in a timely manner. If you are unable to report your absence in Aesop, or are in need of your ID and/or Pin, please contact the Guest Placement Clerk, Laily Haidarian at 510-818-4171, so that she can manually enter your absence into the system. You can also reach her at lhaidarian@newarkunified.org.

When entering an absence, wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

Please remember that the cut off time is 7:00 am. because that is the beginning shift of the Placement Clerk. Should you miss the cut off time, you are responsible for contacting her to ensure coverage of your absence and recording of your absence. Thank you in advance for your cooperation.

I am including is a brief overview on the following page of pertinent leave information for your reference. Please read ARTICLE 11 for certificated unit members and ARTICLE 12 for classified unit members in your contracts for the complete text on Leave provisions.



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Sick Leave:

- All unit members are granted 10 days (Certificated) 12 days (Classified) of sick leave per contract year and will be credited to unit members effective July 1st.
- An additional .25 days of sick leave will be accrued for every 5 days if contract year is longer than 186 days (Certificated only).
- Up to 25 days (Certificated) and 6 days (Classified) of accrued/available sick leave per year may be used to attend to an illness of a child, parent, or spouse and will not be credited against unpaid FMLA leave.

Personal Necessity (PN):

- Up to 10 days per year of unused sick leave may be used for personal necessity.
- PN is limited to circumstances that are serious in nature, necessitate immediate attention and cannot be dealt with before or after duty hours or on weekends. PN shall not be granted for the following reasons:
 - Political activities or demonstrations;
 - Vacation, recreation, or social activities;
 - Civic or organization activities; and
- Occupational investigation unless a reduction in force notice has been issued to unit member.
- Request for PN must be submitted to supervisor for approval at least 3 days prior to the beginning date of leave. Prior approval is not required for the following reasons:
 - Death or serious illness of immediate family member (in addition to bereavement leave)
 - Accident involving person or property of the unit member or immediate family member.

Personal Business (PB):

- Unit members will receive 2 days of leave with pay for compelling personal business reasons. Days not used will be added to sick leave.
- Unit members must notify HR 3 days prior to taking personal business leave.
- Leave form must be completed stating that the days taken are for compelling importance reasons.

Bereavement Leave:

- 3 days of bereavement are allocated for the death of other immediate family members as defined by the collective bargaining agreements for one-way travel of 200 miles or less.
- 5 days of bereavement are allocated for the death of other immediate family members as defined by the collective bargaining agreements for one-way travel more than 200 miles.

Vacation:

- Certificated unit members do not earn vacation days.
- Classified unit members vacation allowances – please refer to Article 12.8.1 for details.