



# San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools

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**TO:** All SBCOE Staff  
**FROM:** Antonio Vela, Director of Human Resources  
**DATE:** August, 2024  
**SUBJECT:** Updated Absence Reporting Procedures

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### ***Sick Leave (Illness/Worker's Comp/Personal Necessity):***

1. As soon as you know you are going to be absent, report the absence using the Aesop Reporting System.
2. If you are reporting an absence after 6:30am, report the absence in the Aesop Reporting System *and* text/call your supervisor.
3. Complete and sign the Absence Verification Form, verifying your absence upon return to work.
4. Submit Absence Verification Form to your supervisor the day you return.

### ***Absences Requiring Approval (Personal Necessity, Floating Holidays, School Business, etc.):***

1. Speak with your supervisor, a minimum of 3 days in advance, regarding the dates you are requesting to be out.
2. Once you receive verbal approval from your supervisor, enter the absence using the Aesop/Frontline Reporting System a minimum of 3 days prior to the requested absence. If absence cannot be approved 3 days in advance, report the absence in the Aesop/Frontline Reporting System *and* notify your supervisor as soon as you know you will be absent.
3. Complete and sign the Absence Verification Form, verifying your absence upon return to work.
4. Submit Absence Verification Form with total hours and timeframe of your absence to your supervisor the day you return.
5. Please note, as stated in Article XI of the SBCOE CSEA CBA - classified probationary employees are eligible to use vacation commencing the 1<sup>st</sup> day of the pay period following *completion of 6 months* of paid service in regular assignments.

### ***Absences Requiring Approval (Vacation):***

1. Speak with your supervisor, a minimum of 5 days in advance, regarding the dates you are requesting to be out.
2. Once you receive verbal approval from your supervisor, enter the absence using the Aesop/Frontline Reporting System a minimum of 3 days prior to the requested absence. If absence cannot be approved 3 days in advance, report the absence in the Aesop/Frontline Reporting System *and* notify your supervisor as soon as you know you will be absent.

3. Complete and sign the Absence Verification Form, verifying your absence upon return to work.
4. Submit Absence Verification Form with total hours and timeframe of your absence to your supervisor the day you return.
5. Please note, as stated in Article XI of the SBCOE CSEA CBA - classified probationary employees are eligible to use vacation commencing the 1<sup>st</sup> day of the pay period following *completion of 6 months* of paid service in regular assignments.

***Bereavement Leave:***

Employees shall be entitled to a maximum of five (5) days leave of absence for Bereavement for an immediate family member. A member of the "immediate family" is defined as the spouse of the employee, the son, daughter, mother, mother-in-law, father, father-in-law, grandmother, grandmother-in-law, grandfather, grandfather-in-law, grandchild, son-in-law, daughter-in-law, brother or sister, brother or sister of the employee's spouse, foster parent or foster child, or any relative living in the immediate household of the employee.

1. Although approval is not required, notify your supervisor as soon as possible.
2. Enter the absence using the Aesop/Frontline Reporting System.
3. Complete and sign the Absence Verification Form, verifying your absence upon return to work.
4. Submit Absence Verification Form to your supervisor the day you return.

***One-Hour Doctor's Appointments (8-Hour Classified/Confidential Employees only)***

1. Submit Advanced Request for Absence Form to your supervisor a minimum of 3 days prior to absence. *Do NOT report 1-hour doctor's appointments in Aesop/Frontline.*
2. If absence cannot be approved 3 days in advance, notify your supervisor as soon as you know you are going to be absent.
3. Complete and sign the Absence Verification Form, verifying the one-hour absence, upon return to work. *Doctor's note must be attached to the form.*
4. Submit Absence Verification Form to your supervisor the day you return.

Cc: Krystal Lomanto, San Benito County Superintendent of Schools