MANHASSET PUBLIC SCHOOLS

Excellence Through Effort

MEMORANDUM

To: MASA Members

FROM: Dina Maggiacomo, Assistant Superintendent for Huma Resources

DATE: September 3, 2024

SUBJECT: "Paperless" Attendance Procedures

Listed below are the procedures to be followed to record your attendance for a workday.

- **Swipe in at an attendance kiosk at the start of the workday.** If you forgot, please swipe in as soon as you remember. If you are absent, please be sure Frontline Absence Management has been updated by your building or the Human Resource Office.

- **Report an absence through Frontline Absence Management.** Please record your absences as soon as possible.

- Absences due to personal illness should be entered directly into Frontline Absence Management as soon as possible.

**Absence Request Forms will no longer be accepted. Please utilize the Frontline Absence Management to submit your attendance requests.*

The Collective Bargaining Agreement (CBA) specifies absences permitted and indicates if the absence type requires prior approval or prior notice. Please read through the CBA for complete descriptions. The chart below is merely a summary to help provide guidance on the most frequent requests for absences.

NOTE: Requests for absences without pay require prior approval. To request absences without pay, please e-mail Dina Maggiacomo at dina_maggiacomo@manhassetschools.org so that your request can be fully considered.

The following absences require prior approval.
Please indicate the number of days you are requesting and provide as much information as possible, to your comfort level, so that your request may be fully considered.

Absences	Approval Process
Critical Family Illness or Death in the Immediate Family	For Critical Illness: submit written request along with a physician's statement. For Death in the Immediate Family: submit written request. E-mail requests to dina_maggiacomo@manhassetschools.org Include your relationship to the individual and the number of days requested. Human Resources will enter approval absences in Frontline Absence Management.
Child Care Leave	E-mail Dina_Maggiacomo@manhassetschools.org Human Resources will enter approval absences in Frontline Absence Management.
Mini-Leave	E-mail Dina_Maggiacomo@manhassetschools.org
Personal Days	Enter into Frontline Absence Management two days prior to the requested date.

The following absences require advanced notice:

Absence	Process
Confidential Legal and Medical Appointments	Enter into Frontline Absence Management two days' prior to requested absence.
Jury Duty	Enter into Frontline Absence Management Email your jury duty service letter once you have served to Jennifer_pupa@manhassetschools.org