MANHASSET PUBLIC SCHOOLS

Excellence Through Effort

MEMORANDUM

To: MEA Members

FROM: Dina Maggiacomo, Assistant Superintendent for Huma Resources

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 so that a substitute can be secured for the day.

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

- Absences of 4 days or longer must be accompanied by a physician's statement which should be e-mailed to dina_maggiacomo@manhassetschools.org.

**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 email 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	Submit a written request along with a physician's statement to Dina Maggiacomo. Human Resources will enter approval absences in Frontline Absence Management.
Death in the Immediate Family	Email Dina Maggiacomo: include your relationship to the deceased and the number of days you are requesting.
Educational Trips (including conferences)	Advanced approval of the Building Principal required before entering into Frontline Absence Management.
Other Absences with Pay	Email Dina Maggiacomo your written request, generally two days prior to requested absence. Advanced notice may be waived in unforeseen circumstances. In this case, please email Dina Maggiacomo. Human Resources will enter approval absences in Frontline Absence Management.
Personal Leave Days	Enter into Frontline Absence Management two days prior to the requested date. Advanced notice may be waived in unforeseen circumstances. In this case, please email Dina Maggiacomo.
Pregnancy	Notice of necessary pregnancy leave should be given as soon as possible to your immediate supervisor. Please schedule a meeting with Dina Maggiacomo to review your leave request.

	Human Resources will enter approval absences in Frontline Absence Management.
Child Care Leave	Email Dina_Maggiacomo@manhassetschools.org at least one month prior to the request start of the leave. Human Resources will enter approval absences in Frontline Absence Management.

The following absences require advanced notice:

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